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Board of Visitors

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1981-03-05 Minutes and Appendices

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LONGWOOD COLLEGE BOARD OF VISITORS

Minutes of Meeting

March 5-6, 1981

March 5-6, 1981

The Board of Visitors of Longwood College met on the College campus on March 5-6, 1981.

March 5, 1981

The meeting on March 5, 1981, began at 1:30 p.m. The following members of the Board were present:

Mr. L. E. Andrews
Mrs. William L. Anfin
Mrs. J. L. Davidson
Miss Gay Kampfmuehler
Mrs. Jesse R. Overstreet, Jr.
Mr. M. Ralph Page
Mrs. Joshua Pretlow
Mr. Eric L. Robinson
Mr. Thomas D. Rust
Mr. John R. Smyth
Mrs. E. A. West

Also present for the meeting were the following College officials: Dr. Henry I. Willett, Jr., President; Dr. Carolyn Wells, Vice President for Academic Affairs and Dean of the College; Dr. William J. Peele, Vice President for Administration; Dr. Leo C. Salters, Vice President for Student Affairs and Dean of Students; Mr. James L. Branscome, Vice President for Finance; Dr. T. C. Dalton, Administrative Assistant to the President; Dr. Ralph P. Hundley, Director of Institutional Advancement; Mr. Joe Mitchell, Director of Public Affairs.

The Rector, Mr. Robinson, presided. Mr. Andrews opened the meeting with prayer.

Mr. Robinson welcomed Miss Sharon Harrup, as the newest representative to sit with the Board, representing the student body.

Consideration of Minutes of November 6-7, 1980, Meeting of the Board. On motion made by Mrs. Davidson, and seconded by Mrs. Overstreet, the minutes of the November 6-7, 1980, meeting of the Board were approved with the following change: Page 8, change the last sentence under "Board Manual" to read: "On motion made by Mrs. Davidson, and seconded by Mrs. Anfin, the Board members agreed that the Board manual could be distributed in its present form with the corrections noted."

Executive Session. The members of the Board, on motion made by Mr. Page, and seconded by Mr. Rust, went into executive session to discuss personnel matters in accordance with Section 2.1-344(a)(b)(1) of the Code of Virginia.

The Board reconvened in open session at 4:30 p.m.

Report of the President. (A copy of the Report of the President is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix A - March 5, 1981.)

1. Enrollment and Residency Requirement. On motion made by Mrs. West, and seconded by Mr. Rust, the Board approved the requesting of authorization to increase the FTE enrollment by approximately 60 students. This would be accomplished by offering student teachers the option of living off-campus for the three weeks at the beginning of the semester and the two weeks at the end of the semester in which they student teach. The purpose of this recommendation is to increase the number of faculty that will be allocated to the College. Increasing the FTE enrollment by approximately 60 students would give the College 2.5 additional faculty members. These will be used in special education.
2. Capital Outlay Requests. The members of the Board, on motion made by Mr. Smyth and seconded by Mrs. Pretlow, formally approved the capital outlay requests that were approved by the Buildings and Grounds Committee on January 16, 1981. (A list of these projects is included with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix B - March 5, 1981.)
3. Personnel Actions. On motion made by Mr. Smyth, and seconded by Miss Kampfmuller, the Board members approved the following personnel actions recommended by the Dean of the College:
 - a. Adjunct Faculty, Second Semester, 1980-81:
 - (1) Jay Armentrout - percussion lessons (music) - \$500.
 - (2) Jonathan Friedman - basson lessons (music) - \$280.
 - (3) Kristine Harbour - 2 classes (business) - \$2,400.
 - (4) Evangeline McCort - 3 classes (business) - \$3,600.
 - (5) Elisabeth Ryland - 3 classes (business) - \$3,600.
 - (6) Gertrude Shook - 2 classes (art) - \$2,400.
 - (7) Patricia Werrell - flute lessons (music) - \$800.
 - b. Overload, Second Semester, 1980-81:

Randall Edmonson - 1 class (art) - \$1,200.
 - c. Resignations
 - (1) Miss Sharon G. Dean, Assistant Professor of English, effective immediatly.

- (2) Dr. Henry K. Townsend, Instructor in Sociology, effective at the end of the second semester, 1980-81.

d. Retirements

- (1) Dr. Alexander V. Berkis, Professor of History, effective at the end of the current semester.
- (2) Mrs. Helen B. Savage, Associate Professor of Philosophy, effective at the end of the current semester.

e. Leaves of Absence

- (1) Mr. Peter H. Cunningham, Instructor in Therapeutic Recreation, for 1981-82, and 1982-83, to work at Indiana University on his ReD (Doctor of Recreation) degree, on an unpaid basis.
- (2) Mr. J. J. Mitchell, Director of Public Affairs, for the 1981-82 academic year, on an unpaid basis, to continue work in his doctoral program at Virginia Polytechnic Institute and State University.
- (3) Dr. Charles W. Sydnor, Jr., Associate Professor of History, for the 1981-82 academic year, on an unpaid basis, to continue his administrative duties at Hampden-Sydney College.

f. Promotions

- (1) Dr. Nancy Ann Andrews, from Assistant Professor of Health and Physical Education, to Associate Professor of Health and Physical Education.
- (2) Dr. William Bruce Montgomery, from Assistant Professor of Music, to Associate Professor of Music.
- (3) Dr. Anthony Stewart Maurice, from Assistant Professor of French, to Associate Professor of French.
- (4) Mr. Lynn Milton Ferguson, from Instructor in Science to Assistant Professor of Science.
- (5) Dr. Joseph Horvat, Jr., from Instructor in Psychology, to Assistant Professor of Psychology.
- (6) Mr. James M. Irby, from Instructor in Business to Assistant Professor of Business.

- (7) Dr. Ellery Sedgwick, from Instructor in English to Assistant Professor of English.

g. Instructors of Off-campus Courses

- | | | |
|---|---|------------|
| (1) <u>Campbell County</u>
Education 571-01 | <u>Principles of Instruction - 3 credits - Instructor:</u>
Dr. Louis Kovacs | \$1,200 |
| Science 610/615-01 | <u>Astronomy for Earth Science Teachers - 3 credits - Instructor:</u>
Mr. James Curley | 1,200 |
| Home Economics 610-11 | <u>Principles of Nutrition Education - 3 credits - Instructor:</u>
Mrs. Alice Mabry | 1,200 |
| (2) <u>Cumberland County</u>
Education 591-01 | <u>Classroom Management - A Behavioral Approach - 3 credits - Instructors:</u>
Dr. Robert Gibbons
Dr. Joseph J. Horvat, Jr. | 400
800 |
| (3) <u>Halifax County</u>
Education 526-03 | <u>Techniques in Diagnosis and Remedial Reading Methods - 3 credits - Instructor:</u> Dr. Beatrice Bland | 1,200 |
| Education 530-02 | <u>Teaching Reading in the Content Area - 3 credits - Instructor:</u>
Dr. Beatrice Bland | 1,200 |
| Psychology 521-02 | <u>Human Growth and Development - 3 credits - Instructor:</u>
Dr. Joseph J. Horvat, Jr. | 1,200 |
| Psychology 622-02 | <u>Psychology of Learning - 3 credits - Instructor:</u> Mrs. Phyllis Wacker | 1,200 |
| (4) <u>Keysville, VA (John H. Daniel Campus)</u>
Psychology 555-01 | <u>Mental Tests - 3 credits - Instructor:</u> Mrs. Phyllis Wacker | 1,200 |
| (5) <u>Mecklenburg County</u>
Education 681-03 | <u>Evaluation of Education - 3 credits - Instructor:</u> Dr. Edward Smith | 1,200 |
| (6) <u>Nottoway County</u>
Home Economics 610-09 | <u>Principles of Nutrition Education - 3 credits - Instructor:</u>
Mrs. Doris Hybl | 1,200 |

(7) <u>Prince Edward County</u>	<u>Principles of Nutrition Education -</u>	
<u>Home Economics 610-10</u>	<u>3 credits - Instructor:</u>	
	Mrs. Doris Hybl	\$600

Item for Discussion:

Legislative Update:

1. Salary Increase. Dr. Willett stated that the major legislative highlight was the authorized salary increase of 13%. He indicated that the College is indebted to the members of the two money committees for their support in this endeavor. Included in the 13% is an additional 2% "catch-up" money which was received by Longwood, Mary Washington, and Clinch Valley. The 13% will represent the largest salary increase ever given in the history of the institution. Classified employees will receive a salary increase of 9%.
2. Local Services Charge. The General Assembly overturned a portion of previous legislation whereby local governing bodies could charge colleges and universities and other State agencies for local services such as police and fire protection. This situation was not present in Farmville, but it did exist in other areas.

Report of the Finance Committee. Mr. Andrews, Chairman, indicated that the members of the Finance Committee had reviewed the current budget as of January 30, 1981, and found everything to be in order.

He also commented on the operating statement contained in Mr. Branscome's report. He noted the new format used in presenting these statements to the Board. He reminded the Board members of the approval given in November to transfer \$45,000 from the reserve account in auxiliary enterprises to the E&G budget to take care of a charge in this area. In addition, he asked the Board members to note that the figures for salary regrades had been changed from \$160,000 to \$115,140. This was accomplished because of the balancing of the 70/30 ratio which is required by the State. Under "Expenditures", he noted that there had been some slight adjustments in wages and the President's Contingency Fund. Under "Operations", adjustments had been made in services, supplies, and equipment. The "Unallotted" amount had been reduced to \$6,650.

Regarding the auxiliary enterprise budget, Mr. Andrews noted an addition of \$5,000 to the budget as a result of funds received from NCAA. This amount could be increased by ticket sales, concessions, etc. The auxiliary enterprise budget also reflected the \$45,000 transfer from the reserve account as had been noted earlier by Mr. Andrews.

Mr. Andrews presented the proposed tuition charges for 1981-82. On motion made by Mr. Andrews, and seconded by Mrs. Overstreet, the Board approved the fees as presented. (A copy of this listing is filed with "Addenda to Minutes of Meetings of the Board of Visitors" as Appendix C - March 5, 1981.)

Report of the Committee on Limitations on Tenure and Promotion. Mrs. Anfin, Committee Chairman, reported that the committee had its organizational meeting just prior to the Board meeting. The decision was made to have a lengthy and thorough study of the topic. Plans are to extend invitations to interested parties to make presentations on a stated date. The committee will also review information from other institutions, both state-wide and nationally, to gain some input and basis for its overlook on the subject.

Dr. Wells commented that she would recommend a very lengthy and thorough study of this very, very serious question. She stated that the time frame did not bother her.

Report of the Student Liaison Committee. Mrs. Davidson, Committee Chairman, asked Miss Kampfmüller to report on the meeting of the Student Liaison Committee. The following topics were discussed:

1. Visitation - Sign-in/Sign-out. The Committee suggested that another look be taken at the sign-in/sign-out procedures to see why they were not effective and perhaps another proposal be drawn up.
2. Student Activity Fees Committee. The decision has been made to remove intramurals from student activity fees. There was concern expressed because the members of the Student Activity Fees Committee are appointed rather than elected. Currently, the Dean of the College appoints the student committee members for a four-year term. It has been suggested that a certain number be appointed and a certain number be elected by the student body.
3. Fraternity Housing. It was noted that no decision has been made regarding fraternity housing. Dr. Salters stated that this is a rather complex issue. He said that there are a number of male students who are in fraternities. An attempt will be made to come up with a long-range plan for housing students in fraternities as well as independents. Also to be taken into consideration is some type of housing for fraternities that is eventually comparable to sororities.

Mr. Barry Driver, of the Interfraternity Council, stated that there is a need for housing and the main concern is for chapter room space. He, too, said that a decision regarding housing should be looked at from the viewpoint of the fraternities as well as independents.

Dr. Salters said the plan for the fall would be to have some of the fraternities go into the Cunninghams.

Report of the Vice President for Academic Affairs and Dean of the College. Dr. Wells referred the Board members to page 10 of her report. She stated that, at the last meeting of the Board, she had quite a lot to say about academic programs. This information in her report is an update on what has transpired.

On motion made by Mrs. West, and seconded by Mrs. Anfin, the Board members approved the following recommendations of appropriate faculty groups and Dr. Wells regarding the academic programs:

1. Discontinuance, effective 1981-82, of the major in social science. The average number of graduates over the past five years is 4.2; there are presently six majors. This recommendation has the endorsement of the faculty members in the Department of History and Government, with the understanding that the majors enrolled in the program through May, 1981, will be allowed to graduate as social science majors, and that, in the future, students wishing to earn certification to teach social science (while majoring in something else) will be allowed to do so.
2. Merge, with appropriate modifications, the curricula of the majors in French and Spanish, so as to create a single major in Modern Foreign Languages. This recommendation has the endorsement of the foreign language faculty of the Department of English, Philosophy and Foreign Languages. It will become effective in 1981-82. The five-year average of graduates in French is 4.0, and in Spanish is 4.2. There are presently 11 French majors and 15 Spanish majors.
3. After extended discussion with personnel in the Department of Health and Physical Education, it has been recommended that the College abandon its plans to initiate a major in health education in the fall of 1982. Reasons are four-fold: continued uncertainty about the certification status of health education teachers, unnecessary duplication with other programs in the State, undemonstrated student interest in the major, and lack of adequately prepared faculty to teach the courses in the major.

Dr. Wells also noted that permission has been received from the State Council of Higher Education to initiate a Bachelor of Music (B.M.) degree, beginning in 1981-82. This degree will enhance the College's ability to attract students interested in music performance.

The meeting was adjourned at 5:30 p.m. Mr. Robinson stated that the Board would reconvene at 9 a.m. on Friday, March 6, 1981, and that he anticipated entertaining a motion for executive session at that time.

March 6, 1981

The meeting of the Board of Visitors reconvened at 9 a.m. on March 6, 1981. The following members of the Board were present:

Mr. L. E. Andrews
 Mrs. William L. Anfin
 Mrs. J. L. Davidson
 Miss Gay Kampfmüller
 Mrs. Jesse R. Overstreet, Jr.
 Mr. M. Ralph Page
 Mrs. Joshua Pretlow
 Mr. Eric L. Robinson
 Mr. Thomas D. Rust
 Mr. John R. Smyth
 Mrs. E. A. West

Also present for the meeting were the following officials of the College: Dr. Henry I. Willett, Jr., President; Dr. Carolyn Wells, Vice President for Academic Affairs and Dean of the College; Dr. William J. Peele, Vice President for Administration; Dr. Leo C. Salters, Vice President for Student Affairs and Dean of Students; Mr. James L. Branscome, Vice President for Finance; Dr. T. C. Dalton, Administrative Assistant to the President; Dr. Ralph P. Hundley, Director of Institutional Advancement; Mr. Joe Mitchell, Director of Public Affairs.

The Rector, Mr. Robinson, presided.

Mr. Robinson stated that he had the pleasure of welcoming Miss Carolyn Hodges, Director of Women's Athletics. Miss Hodges spoke briefly to the Board about the VIAW basketball tournament that would be held at the College during the weekend and gave information regarding the women's basketball team.

Executive Session. On motion made by Mr. Page, and seconded by Mr. Rust, the Board agreed to go into executive session to discuss legal and personnel matters in accordance with Section 2.1-344(a)(b)(1)(6) of the Code of Virginia.

The Board reconvened in open session at 10:45 a.m.

Organization of the Teaching Faculty. Dr. Susan May and Dr. William Harbour appeared before the Board to present the revised by-laws of the Organization of the Teaching Faculty.

No action was taken regarding the by-laws. The members of the Board felt that they would like to discuss these in executive session prior to making a decision.

Report of the Vice President for Administration:

1. Admissions. Mr. Rust asked about the special marketing program to recruit "other race" students. Dr. Peele explained that the Admissions staff was spending a great deal of time in areas where there is a large percentage of minority students; they attend college fairs in Washington and Baltimore; make an effort to get back in touch with those interested on a one-to-one basis, or by mail; and there is a minority counselor on the Admissions

staff. He said that recruiting was geared toward the State incentive grant program and that there were certain numerical objectives to be met. The number for 1981-82 is 57 and there is some concern that this will not be met.

2. Outdoor Pool. Dr. Peele stated that the French Building renovation project called for the pool to be converted to an outdoor pool and that approximately \$45,000 was available for this. However, the Buildings and Grounds Committee made the decision to have an indoor-outdoor pool. By going to an indoor-outdoor pool, additional funds in the amount of \$30,000 to \$50,000 would be needed. He stated further that he felt that some of the things the architect had suggested regarding the indoor-outdoor pool could be eliminated, thereby cutting the cost. He noted that there is money in a contingency fund and that the College has the freedom to ask for 10% additional money that the Division of Engineering will allow on the bid. Since \$650,000 was allowed on the French renovation project, this means that an additional \$65,000 would be available if the Board decided to do the indoor-outdoor project.

Mr. Robinson suggested that this matter be referred back to the Buildings and Grounds Committee to see what it wanted to do.

Executive Session. On motion made by Mr. Page, and seconded by Mr. Rust, the Board members approved going into executive session to discuss legal and personnel matters in accordance with Section 2.1-344(a)(b)(1)(6) of the Code of Virginia.

The Board reconvened in open session at 12:15 p.m.

By-laws of the Organization of the Teaching Faculty. On motion made by Mrs. Overstreet, and seconded by Mr. Smyth, the Board approved the following resolution pertaining to the by-laws of the Organization of the Teaching Faculty: (Mr. Rust and Mr. Page voted "no".)

The Board of Visitors of Longwood College accepts the by-laws of the Organization of the Teaching Faculty with the specific understanding that this Board of Visitors does not recognize the Organization of the Teaching Faculty for any matters in any way related to collective bargaining and expressly prohibits any funding of any description of the Organization of the Teaching Faculty by Longwood. L

The Board of Visitors further requires that the faculty representative elected to sit with the Board of Visitors be elected by the general faculty and that the general faculty cannot delegate this authority to any other group.

Report of the Vice President for Student Affairs and Dean of Students:

1. Alcohol Committee. Dr. Salters stated that he had recently appointed a committee of 15, composed of representatives of the faculty, staff, and student body to deal with the responsible use of alcohol. The committee has had its first meeting and will probably make some recommendations at the end of the semester regarding possible changes in policy and procedures.

2. Fraternity Housing. As a follow-up on the earlier discussion regarding fraternity housing, Dr. Salters said that nothing had been finalized regarding this. He said he and his staff would continue to have meetings with both independent students and members of fraternities and that they would devise a long-range and short-range plan that would be in the best interest of all students. This plan will be presented to the Administrative Council and President for final approval.

Report of the Vice President for Finance. Mr. Branscome stated that a decision had not been made regarding the bookstore contract. Three persons will be making presentations the following week and it is hoped that a decision can be made after that.

Report of the Internal Auditor. Mr. Andrews spoke regarding the report of the Internal Auditor that was included in the President's Report to the Board. He indicated that everything seems to be going well, and he felt Mr. Martin was doing a good job. He asked that the Board members keep in confidence the information contained in the audit reports.

Report of the Administrative Assistant to the President:

1. Senior Survey. Dr. Dalton distributed to members of the Board copies of the senior survey which had recently been completed. He said the survey showed a respect for the institution which pleased him very much.
2. Lancer Club. In response to a question from Mr. Andrews regarding the Lancer Club, Dr. Dalton indicated that the Club has a set of by-laws and that the Foundation did approve the use of funds. Dr. Hundley and Mrs. Nanzig have been involved with it from the very beginning.

Report of the Director of Institutional Advancement. Dr. Hundley called the Board members' attention to the fund-raising results for last year contained in his portion of the Report to the President. He indicated that last year the College received a \$90,000 grant from the duPont trustees but this would not be received in the future because of a change in policy. Dr. Willett noted that he was working with some of the other institutions that also received money from the duPont trustees to see if it were possible to continue to receive funds from this group.

Dr. Hundley noted that, at the February meeting of the Foundation Board, the program for faculty sabbaticals was formalized. Dr. Wells said that this was an on-going program but funds would have to be requested each year.

Report of the Director of Public Affairs. A question was raised regarding the portion of Mr. Mitchell's report pertaining to the problem with the printing of new recruiting materials. Mr. Groneweg explained that the printer had indicated that he is unable to match colors for three of the publications to the extent that he, the consultant, and Miss Bishop feel that they should. The printer is of the opinion that it would cost an additional \$1,000 to do this. A decision needs to be made as to whether or not the College will have to bear this additional expense or if this is the responsibility of the printer.

Appointment of Nominating Committee. Mr. Robinson appointed the following to serve on the Nominating Committee: Mrs. Pretlow, Chairman; Mrs. Anfin, Mr. Smyth. Mr. Robinson indicated that the committee is to report at the May meeting with recommendations for a Rector, Vice Rector, Secretary, and member-at-large of the Executive Committee. He said that committee members should not be excluded from being nominated.

Special Meeting of the Board of Visitors. Mr. Robinson stated: "We are calling a special meeting of the Board of Visitors for the selection of the President of Longwood College and various other legal and personnel matters, starting at 9 a.m. on March 15, 1981, and continuing to and through March 16 as needed."

The meeting was adjourned at 12:50 p.m.

Secretary

LONGWOOD COLLEGE
Farmville, VA 23901

Report of the President
to the
Board of Visitors

March 5-6, 1981

TABLE OF CONTENTS

	<u>Page</u>
Report of the President of the College	1
Report of the Vice President for Academic Affairs and Dean of the College	6
Report of the Director of Continuing Education and the Summer Session	11
Report of the Vice President for Administration	13
Report of the Vice President for Student Affairs and Dean of Students	27
Report of the Vice President for Finance	31
Report of the Internal Auditor	35
Report of the Administrative Assistant to the President	36
Report of the Director of Institutional Advancement	39
Report of the Director of Public Affairs	54

LONGWOOD COLLEGE
Farmville, VA 23901

Ladies and Gentlemen of the Board of Visitors:

1. Mrs. Davidson has requested that Article VII, Section 3, a, of the by-laws be amended to read as follows:

The President shall have the power to establish or modify, as he deems necessary, the internal administrative structure of the College, and shall appoint, or provide for the appointment of, all administrative officers and report his actions thereto to the Board of Trustees at its next meeting; provided however, no appointment or reappointment of any Vice President or the Director of Institutional Development shall be awarded without the approval of the Board of Trustees. The Board of Trustees shall appoint or reappoint, on nomination of and with the concurrence of the President, the Vice Presidents of the College and the said Director of Institutional Development, all of whom shall be directly responsible to the President. The Board reserves the right to review the credentials of the nominees for said positions, and all other applicants, and to interview the nominees and other applicants, as it alone sees fit.

Copies of the applicable letters from Mr. Paul Forch, Assistant Attorney General, are attached. (Pages 3-5.)

I recommend that the Board take no action on revising the by-laws until after the new President has assumed office in order to obtain his/her views on this matter.

2. I recommend that the Board authorize the College to seek an increase of approximately 100 full-time equivalent students for 1981-82. We will forward additional information Monday afternoon (March 2, 1981) in terms of whether we recommend a change in the policy requiring seniors to live in residence halls or whether we feel some different housing patterns involving tripling and students teachers will enable us to accommodate the additional students. The basic purpose for such a recommendation is to increase the number of faculty that would be allocated to the College. Dr. Wells will discuss this more fully during the meeting.
3. I recommend the adoption of the fees for 1981-82. (Action on this should be deferred until after the Finance Committee reports.) Proposed fees will be mailed to the Board members Monday afternoon (March 2, 1981).
4. I recommend that the Board formally approve the capital outlay requests that were approved in January by the Buildings and Grounds Committee and subsequently mailed to the Board.
5. I recommend that the Board approve the following personnel actions recommended by the Dean of the College: adjunct faculty, overload, resignations, retirements, leaves of absence, promotions, salary authorization for instructors of off-campus courses. (pages 6-12.)

6. OTF by-laws. A discussion of the OTF by-laws is scheduled for Friday and, therefore, I would recommend that no action be taken until after that discussion. The only recommendation I am making is that I concur with Miss Sargent in that, if they are approved, they must be accompanied by the statement she recommended dealing with collective bargaining.

Items for discussion:

I will want to update the Board on the legislative session and discuss briefly several miscellaneous matters.

Respectfully submitted,

Henry I. Willett, Jr.
President

February 26, 1981



OFFICE OF THE ATTORNEY GENERAL
SUPREME COURT BUILDING
1101 EAST BROAD STREET
RICHMOND, VIRGINIA 23219
804-786-2071

MARSHALL COLEMAN
ATTORNEY GENERAL

3 February 1981

Ms. Katherine H. B. Davidson
4728 John Scott Drive
Lynchburg, Virginia 24503

Dear Ms. Davidson:

Thank you for sending me a copy of your letter of January 29, 1981, proposing a change in your bylaws to the members of Longwood's College Board.

The Board has the discretion to either adopt or reject the proposal. I understand your proposal would require that the Board make the final appointment not only with respect to the Vice Presidents, but also the Director of Institutional Development. It strikes me as somewhat unusual for a governing board to be appointing at this level, though there may be special circumstances justifying it. I am equally concerned with your broad language covering Board appointments of all administrators with faculty rank. I think you would be wise to leave this responsibility to the President who must report his actions to you. However, you can provide, if you wish, that all appointments of faculty require your approval.

I would suggest the following language to you if a change is desired by the Board. My attempt seeks to save your existing bylaw as much as possible.

The President shall have the power to establish or modify, as he deems necessary, the internal administrative structure of the College, and shall appoint, or provide for the appointment of, all administrative officers and report his actions thereto to

Ms. Katherine H. B. Davidson
3 February 1981
Page Two

4

the Board of Trustees at its next meeting; provided however, no appointment or re-appointment of any Vice President or the Director of Institutional Development shall be awarded without the approval of the Board of Trustees. The Board of Trustees shall appoint or reappoint, on nomination of and with the concurrence of the President, the Vice Presidents of the College and the said Director of Institutional Development, all of whom shall be directly responsible to the President. The Board reserves the right to review the credentials of the nominees for said positions, and all other applicants, and to interview the nominees and other applicants, as it alone sees fit.

I hope the foregoing is helpful. In no case should such a bylaw be implemented without first hearing from the President, and his personnel officer, as it may raise some administrative complexities that the Board should be aware of. For example, if the Director is a classified employee, the classified rules need to be looked at in terms of how he is hired or reappointed. I would suggest that these bylaws also be adopted as policy for insertion in your faculty handbook. This way, those employees affected would be on notice that their appointments require Board approval.

Sincerely,

Paul J. Forch
Assistant Attorney General

5:21/jh

cc: Dr. Henry I. Willett, President
Longwood College

Eric L. Robinson, Rector



OFFICE OF THE ATTORNEY GENERAL
SUPREME COURT BUILDING
1101 EAST BROAD STREET
RICHMOND, VIRGINIA 23219
804.786.2071

MARSHALL COLEMAN
ATTORNEY GENERAL

9 February 1981

Ms. Katherine H. B. Davidson
4728 John Scott Drive
Lynchburg, Virginia 24503

Dear Ms. Davidson:

Since you have indicated that the Director of Institutional Development will be a fund raiser for the College, and would carry faculty rank, these may be circumstances sufficient for your Board to consider reserving the right to make the final choice on who gets the job.

This issue is one that I take no position on since the Board must be free to decide for itself on how involved they wish to become in the appointment of administrators with faculty rank.

Sincerely,

Paul J. Forch
Assistant Attorney General

5:21/jh

cc: Eric L. Robinson, Rector
Dr. Henry I. Willett, President
Longwood College

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

AND DEAN OF THE COLLEGE

I. Personnel

The consideration of the following personnel matters by the Board of Visitors is hereby requested:

A. Adjunct Faculty, Second Semester 1980-81

1.	Jay Armentrout - percussion lessons (music)	\$ 500
2.	Jonathan Friedman - bassoon lessons (music)	280
3.	Kristine Harbour - 2 classes (business)	2400
4.	Evangeline McCort - 3 classes (business)	3600
5.	Elisabeth Ryland - 3 classes (business)	3600
6.	Gertrude Shook - 2 classes (art)	2400
7.	Patricia Werrell - flute lessons (music)	800

B. Overload, Second Semester 1980-81

Randall Edmonson - 1 class (art) \$1200

C. Resignations

1. Miss Sharon G. Dean, Assistant Professor of English, effective immediately. Miss Dean is presently on leave of absence.
2. Dr. Henry K. Townsend, Instructor in Sociology, effective at the end of second semester, 1980-81.

D. Retirements

1. Dr. Alexander V. Berkis, Professor of History, after 20 years of service to the College. Effective at the end of the current semester.
2. Mrs. Helen B. Savage, Associate Professor of Philosophy, after 20 years of service to the College. Effective at the end of the current semester.

E. Leaves of Absence

1. Mr. Peter H. Cunningham, Instructor in Therapeutic Recreation, has requested a two-year leave of absence, for 1981-82 and 1982-83, to work at Indiana University on his ReD (Doctor of Recreation) degree, on an unpaid basis.
2. Mr. J. J. Mitchell, Director of Public Affairs, has requested an unpaid extension of his present leave, for the 1981-82 academic year, to continue work in his doctoral program at Virginia Polytechnic Institute and State University.

- 3. Dr. Charles W. Sydnor, Jr., Associate Professor of History, has requested an unpaid extension of his present leave, for the 1981-82 academic year, to continue his administrative duties at Hampden-Sydney College.

F. Promotions

Promotion of the following individuals, to the rank indicated for each, is hereby recommended to the Board of Visitors, said promotions to become effective for the 1981-82 academic year. Each of the recommended candidates has received the endorsement of his or her respective departmental committee and department chairman.

To the Rank of Associate Professor:

- 1. Dr. Nancy Ann Andrews (Health and Physical Education)

Dr. Andrews received her B.S. degree from Longwood College in 1959, her M.S. degree from the University of Tennessee in 1963, and her Ed.D. degree from Virginia Polytechnic Institute and State University in 1977. She came to Longwood in 1966 after teaching at Andrew Lewis High School (1959-62) and the University of Tennessee (1962-66).

A member of the Longwood faculty for 15 years, Dr. Andrews has assumed a wide variety of professional responsibilities. She has supervised student teachers; coached; taught a variety of activity classes; taught professional courses in health, camping, recreation, adapted physical education, and elementary physical education; served as an adviser to the synchronized swimming club, and assumed a wide variety of committee responsibilities at the departmental and college level.

Her professional contributions have been centered in the areas of synchronized swimming and elementary physical education. She presently holds the office of state chairman of the National Institute of Creative Aquatics. She also holds the office of chairman of the Eastern Section of NICA.

Dr. Andrews attended the 1980 Summer International Orff-Schulwerk Institute in Salzburg, Austria. Since participating in this program, Dr. Andrews has made presentations on the Orff-Schulwerk technique of elementary physical education instruction at the Virginia Fine Arts Conference in Williamsburg and for the Roanoke County elementary physical education teachers. In addition, she has co-authored a tape on the technique for grades 1-5.

2. Dr. Anthony Stewart Maurice (French)

Dr. Maurice received his B.A. degree from the Johns Hopkins University in 1963, his M.A. degree from Middlebury College in 1966, and his Ph.D. from Duke University in 1973. He was appointed to the faculty at Longwood College in 1973 after having taught at the Springside School, Chestnut Hill, Pennsylvania (1963-65), for the General Motors Corporation, Paris (1966-67), and a teaching fellow at the University of North Carolina and at Duke University.

As the principal teacher of French at the College, Dr. is responsible for the mastery and successful delivery of a wide variety of offerings in this foreign language. This he accomplishes with grace and style, never shrinking from the unusually large number of preparations (frequently 10 per year) necessitated by his unusual position. His formal education has been complemented with foreign travel and study; at the Institut de touraine, Tours Summer Program (1962), the McGill University Summer Program in French (1963); the Middlebury Program in Paris (1965-66), and the Universite de Paris, Institut des Professeurs de Francais a l'Etranger (1966-67). He has served ably on a variety of departmental and college committees.

His scholarly research is of acceptable range for one beginning to establish a sound reputation in his field. He delivered a work, "Cocteau's Orphee and The Infernal Machine" at New York University, has submitted a short paper to the Conference on Historical Figures in French Literature, "The Function of Contemporary Historical Figures in A la recherche du temps perdu", at the University of South Carolina. He has translated Eric Satie's Chorale inappetissant for the Longwood music department, and presently is working on a scholarly paper: "Images of Despair and Anguish in the Plays of Samuel Beckett".

3. Dr. William Bruce Montgomery (Music)

Dr. Montgomery received his B.A. degree from Milligan College in 1964; his M.Ed. degree from the College of William and Mary in 1968. He received his Ph.D. degree from Florida State University in 1978. He joined the faculty of Longwood College in 1970 as Director of Music in the Campus School with the rank of Assistant Professor. After holding this position for six years, he took a leave of absence to earn his doctoral degree at FSU, and rejoined the faculty in 1978 as a member of the Department of Music. Prior to coming to Longwood, Dr. Montgomery served as assistant principal and acting principal at Williams Intermediate School (Virginia Beach) during 1969-70, and as a music teacher at Hermitage Elementary School (Virginia Beach) from 1964-69.

Dr. Montgomery's extraordinary skill as a music educator has been recognized in a variety of ways, most notably in his being named as "Outstanding Young Educator of Prince Edward County" in 1972, and "Outstanding Young Educator of Virginia Beach" in 1969.

Dr. Montgomery's breadth of experience with music in the elementary schools makes him a valuable member of the music department in the area of teacher preparation. Dr. Montgomery has fulfilled a variety of committee responsibilities at the departmental and college level.

Dr. Montgomery has conducted numerous workshops and presented papers to share his professional expertise with others. Among his recent contributions are: "Basic Aural Discrimination: Third Grade Children's Perception to Changes in Music", at the Regional Convention of the Music Educators' National Conference (Nashville); "Computers in Music", at the National Convention of the MENC (Miami), and "Music in a Matrix" at the Virginia MENC convention.

To the Rank of Assistant Professor:

1. Mr. Lynn Milton Ferguson (Science)

B.S., East Tennessee State University, 1968
 M.S., Virginia Polytechnic Institute & State University
 Ph.D. Candidate, VPI&SU
 Initially hired at Longwood: 1976

2. Dr. Joseph Horvat, Jr. (Psychology)

B.A., Fort Lewis College, 1975
 M.A., Ph.D. University of Nebraska (1975-79)
 Initially hired at Longwood: 1979

3. Mr. James M. Irby (Business)

B.S., University of Richmond, 1971
 M.S., Virginia Commonwealth University, 1975
 CPA, American Institute of Certified Public Accountants, 1977
 Initially hired at Longwood: 1979

4. Dr. Ellery Sedgwick (English)

B.A., Harvard College, 1964
 M.A.T., Columbia Teachers College, 1966
 Ph.D., Boston University, 1978
 Initially hired at Longwood: 1979

II. Academic Programs

Study of the academic programs (majors) at the College has continued during 1980-81. Particular attention has been given to certain programs with low productivity, as measured by SCHEV standards. As a result of this study, the following recommendations have been made by appropriate faculty groups to me. I concur with these recommendations.

- A. Discontinuance, effective 1981-82, of the major in social science. The average number of graduates over the past five years is 4.2; there are presently six majors. This recommendation has the endorsement of the faculty members in the Department of History and Government, with the understanding that the majors enrolled in the program through May, 1981, will be allowed to graduate as social science majors, and that, in the future, students wishing to earn certification to teach social science (while majoring in something else) will be allowed to do so.
- B. Merge, with appropriate modifications, the curricula of the majors in French and Spanish so as to create a single major in Modern Foreign Languages. This recommendation has the endorsement of the foreign language faculty of the Department of English, Philosophy and Foreign Languages. It will become effective in 1981-82. The five-year average of graduates in French is 4.0, and in Spanish is 4.2. There are presently 11 French majors and 15 Spanish majors.
- C. After extended discussion with personnel in the Department of Health and Physical Education, it has been recommended that the College abandon its plans to initiate a major in health education in the fall of 1982. Reasons are four-fold: continued uncertainty about the certification status of health education teachers, unnecessary duplication with other programs in the State, undemonstrated student interest in the major, and lack of adequately prepared faculty to teach the courses in the major.

On the positive side, permission has been received from SCHEV to initiate a Bachelor of Music (B.M.) degree, beginning in 1981-82. This degree will enhance the College's ability to attract students interested in music performance.

III. Report of the Director of Continuing Education and the Summer Session

The report of the Director of Continuing Education and the Summer Session is attached.

Submitted by,

Carolyn Wells
Vice President for Academic Affairs and
Dean of the College

February 26, 1981

OFFICE OF THE DIRECTOR OF CONTINUING EDUCATION
AND THE SUMMER SESSION

Twelve off-campus courses are being offered during the current semester. Salary authorization for instructors of these courses is requested as indicated.

1. Campbell County
Education 571-01 Principles of Instruction - 3 credits
Instructor: Dr. Louis Kovacs \$1,200

- Science 610/615-01 Astronomy for Earth Science Teachers
 3 credits
 Instructor: Mr. James Curley 1,200

- Home Economics 610-11 Principles of Nutrition Education
 3 credits
 Instructor: Mrs. Alice Mabry 1,200

2. Cumberland County
Education 591-01 Classroom Management - A Behavioral
 Approach - 3 credits
 Instructors: Dr. Robert Gibbons 400
 Dr. Joseph J. Horvat, Jr. 800

3. Halifax County
Education 526-03 Techniques in Diagnosis and Remedial
 Reading Methods - 3 credits
 Instructor: Dr. Beatrice Bland 1,200

- Education 530-02 Teaching Reading in the Content Area
 3 credits
 Instructor: Dr. Beatrice Bland 1,200

- Psychology 521-02 Human Growth and Development - 3 credits
 Instructor: Dr. Joseph J. Horvat, Jr. 1,200

- Psychology 622-02 Psychology of Learning - 3 credits
 Instructor: Mrs. Phyllis Wacker 1,200

4. Keysville, VA (John H. Daniel Campus)
Psychology 555-01 Mental Tests - 3 credits
 Instructor: Mrs. Phyllis Wacker 1,200

5. Mecklenburg County
Education 681-03 Evaluation of Education - 3 credits
 Instructor: Dr. Edward Smith 1,200

6. Nottoway County
Home Economics 610-09 Principles of Nutrition Education - 3 credits
 Instructor: Mrs. Doris Hybl 1,200

7. Prince Edward County
Home Economics 610-10

Principles of Nutrition Education
3 credits

Instructor: Mrs. Doris Hybl

\$600

A total of 191 students have enrolled in nine of the above off-campus courses with an average class size of 21.22. The remaining three classes will register mid-March.

Submitted by,

Robert H. Lehman
Director of Continuing Education and
the Summer Session

February 26, 1981

OFFICE OF THE VICE-PRESIDENT FOR ADMINISTRATION

I. Admissions

A. Applications

Applications for the 1981-82 academic year as of February 15, 1981 were currently about 16% ahead of the same time one year ago. Our estimate at this time is that we will be filled and using a waiting list by the end of March.

The number of male applicants continues to increase and is currently 34% ahead of last year and about 57% ahead of the 1979-80 session. It does appear, however, that we will fall short of our numerical goals for "other-race" students. The State Incentive Grant Program does not appear to be generating the number of qualified "other-race" applicants as was hoped. Longwood is continuing special marketing emphasis in this area through the admissions activities.

B. Visitation Program

The Admissions Staff will begin shortly a visitation program designed to bring information about Longwood College to high school juniors. This program along with plans to develop a comprehensive community college counselor visitation program during the summer should encourage a good pool of applicants for the 1982-83 academic year.

II. Employee Relations

A. Special Projects

1. Position Studies:

As a result of a brief review of certain full-time positions, and of all hourly positions, and at the request of the Administrative Council, job analysis and compensation studies have been initiated covering all Clerk-Steno B and C positions, and all hourly positions. Certain Clerk-Typist positions will also be covered. The purpose of the studies is to determine which positions require adjustment of job title and/or compensation.

2. In-Service Training:

The first phase of a comprehensive in-service training program was proposed. This phase deals primarily with the collection of raw data which will, when refined and analyzed, give specific indications of employees' choices for seminars, institutes, and other forms of in-service training.

3. 1982-84 Budget:

The PRO-BUD document was prepared for inclusion in Longwood's total budget request for the 1982-84 biennium. The specific requests are for a full-time permanent Clerk-Typist B, the required office equipment and furniture for the position, additional office space (1), and a central fund for in-service training activities.

4. Presidential Search:

The Employee Relations Director and Secretary have worked closely with the Screening Committee for approximately four (4) months, relative to the Committee's efforts to refer candidates for the Presidency to the Search Committee of the Board. This work is time-consuming and has slowed progress on the projects mentioned above, but the staff is honored to have been involved in this critical process.

B. Other Activities

1. Personnel Office Activities:

The Employee Relations Director investigated two (2) informal complaints during the past four months, both of which were resolved to the apparent satisfaction of the complainants. One complaint involved working conditions, and the other involved disciplinary action. The Employee Relations Director has begun working more closely with Dr. T. C. Dalton and an Asst. Attorney General regarding EEOC matters, which included sitting in on the taking of depositions, and preparing background material. The Director is also a member of the Committee which is reviewing the Food Service Contract presentations.

2. Employee Counseling:

During the past four (4) months, eight (8) employees have availed themselves of the personnel counseling services available on campus. There have been numerous visits to various members of the Employee Relations staff for purposes of information, advice, suggestions, or lending a neutral ear, all of which is testimony to the effectiveness of the Open Door policy and the preventive nature of the work. In order that the Employee Relations Office can catch up and maintain its functioning, the Administrative Council gave approval for the continuation of an hourly Clerk-Typist B @ 30 hours per week.

3. Lines of Communication:

In order to improve and maintain open lines of communication, the Vice-President for Administration and the Employee Relations Director initiated weekly conferences between the two.

4. Service Awards:

The Service Awards program is scheduled for Thursday, March 2, 1981, at 4:00 p.m., in Jarman Auditorium. A reception will follow.

5. Afro-American Student Alliance:

The Employee Relations Director has worked continuously with the Afro-American Student Alliance as it prepared for the annual Black Culture Week Observance, and this contact will be continuous. Marked improvement has been noted in the attitude and effort of the group as a whole, and their most recent programs are reflective of those improvements. Included this year were three (3) speakers, two (2) entertainment groups, a very successful talent show, and a semi-formal dance.

6. EEO/AA Advisory Committee:

The President's Advisory Committee on Equal Employment Opportunity/Affirmative Action matters had one meeting during a four-month period.

C. College Personnel

1. Classified Vacancies/Employee Count:

At the present time, we have 159 E & G classified permanent employees with three vacancies consisting of the Boiler Fireman, Custodian and Radio Technician. We are in the process of filling the Boiler Fireman, but we are not planning to fill the other two. As of March 1, 1981, we have 1 President, 176 permanent E & G faculty and administrative positions, 56 permanent classified Auxiliary Enterprise positions, 15 permanent Administrative and Sports Auxiliary Enterprise positions, 2 sponsored program positions, 13 E & G Adjunct faculty, 33 hourly employees, totaling 458 employees at Longwood College.

2. Classified Employee Turnover:

- a. Eight employees retired during 1980 totaling 104 years of work. They were Bert Swalley, Carpenter; Ruth Kromer, Clerk-Typist C in the Business Office; Alice Saunders, Custodian; Tossie Wiley, Custodian, Robert Sanders, Groundsman; Ollie Lyons, Laundry Worker B; Victor Esteve, Radio Technician; and Vincent Rickman, Recreation Supervisor A.

- b. Fourteen people resigned in 1980 for various reasons; four employees transferred to jobs within the College, and seven people received in-house promotions.
- c. We requested upward reallocations for 24 employees. Of these, the Purchase and Stores Supervisor, Accountant D and eleven Institutional Police were not approved. The other eleven were approved.
- d. One position in the Laundry was abolished when its incumbent retired. Six new positions were established and filled. They are: Accountant C - Benjamin Johnson; Agency Personnel Supervisor C - Thomas L. Baynham; Buildings and Grounds Supervisor B - Melvin Moore; Clerk-Stenographer B in the Library - Nadine Garrett; Custodian - Clarence Coburn; and Utility Serviceman - C. H. Wells.
- e. The Computer Systems Classifications and the Personnel Officers classifications are being reviewed by the Department of Personnel and Training during the Spring of 1981.

D. Federal Minimum Pay Increase

On January 1, 1981, the Federal minimum wage went up to \$3.35 per hour. Since the first two steps on the State scale were below this, the State scale has been adjusted at the bottom to make certain no employee receives below the minimum. The State does not, by law, have to comply with this minimum, but in order to be competitive and not penalize State workers, it agrees with the Federal minimum. This will cost Longwood College approximately \$2,500 from January 1, 1981 to June 30, 1981.

E. Leave Records

We have completed the leave records for 1980. Eighteen of our employees lost a total of 369½ hours during the year. We are working towards all employees having all of their annual leave days off during 1981. At the end of 1979, 34 employees lost a total of 789 hours. We notified each employee three times and each supervisor of the employee twice that this situation could possibly occur. We began notifying employees in September in order that they would have time to make the necessary arrangements.

III. Physical Plant

- A. Work accomplished by college employees October 22, 1980 - February 10, 1981:
 - 1. Installed scoreboard, water fountain and bleachers at new baseball field, and dug drainage ditch.
 - 2. Replaced and repaired packing and sleeves in 14 pumps in high rises.

3. Reworked sundeck roof of Wheeler; presently reworking Cox, Stubbs and Curry.
4. Recaulked coping flashing on Bedford Building.
5. Added storage room in Auxiliary Gym of Lancer Hall.
6. Installed new fence at Coyner Building.
7. Repaired retaining wall at North Cunningham.
8. Repaired vinyl floor covering in South Ruffner.
9. Repaired chimney on Log Cabin.
10. Presently partitioning storage room of Tabb basement.
11. All wiring has been "pulled" in the Cunningham Complex for smoke detectors.
12. 75% of new college signs have been installed.
13. All administrative office doors in South Ruffner have been relettered.
14. Presently installing door bolts in Tabb Dormitory.
15. Repaired and replaced chilled water line between Bedford and Wygal Buildings.
16. Planted new shrubs around Wygal Building for Landscape Committee.
17. Reworked circulator pumps in Lankford Building.
18. Miscellaneous painting:
 - a. Porch roofs, front of Curry and Frazer Dormitories.
 - b. Gold Room, Lankford Building.
 - c. Hallways in South Ruffner, Wheeler and West Ruffner.
 - d. Various areas in the Cunninghams.
 - e. Business Office, South Ruffner.
 - f. Exterior of Campus School.
19. Completed 2,049 work order requests from October 22, 1980 to February 10, 1981.

B. Capital Outlay Projects

1. 1978-80:

- a. Construction of Physical Education Building (Amount appropriated was \$4,758,143.89)

In the process of closing out the project. As-built plans and specifications are being printed and should be complete within one week. Movable equipment is still being procured and scheduled to be received by March 15, 1981.

- b. Recreational Facilities, Iler and Campus School Fields (Amount appropriated was \$100,000)

The Iler Field portion (\$58,926.30) was completed in January, 1980.

Baseball Field, Campus School (\$41,073.70) - the athletic field project has been completed with the exception of procuring movable athletic equipment. It is expected that the project will be closed out by March 16, 1981.

- c. Structural Barriers for the Handicapped (Amount appropriated was \$59,725)

This project has been completed and closed-out.

2. 1980-82:

- a. Renovate French Residence Hall (Amount appropriated \$629,900)

The contract was awarded to Bridgforth Construction Company. Demolition has commenced on the third floor. Reframing the new partitions is in progress on the third floor with demolition scheduled to commence on the second floor the week of February 23.

- b. Rebuild Parapet Walls on Dining Hall (Amount appropriated \$115,000)

Bids will be received on February 24 for the project and will be opened on February 25 at 2:00 p.m.

- c. Increase Electrical Service to Hiner Building (Amount appropriated \$47,800)

Bids will be received on February 24 for the project and

will be opened on February 25, 1981 at 3:00 p.m.

- d. Energy Conservation - Modernize Heating Controls and Install Storm Windows (Amount appropriated \$65,300)

The preliminary plans have been submitted to Division of Engineering for review. The window system has been approved by the Art Commission. We expect to have the working drawings ready by March 2 for review.

- e. Power Plant Conversion to Coal (Amount appropriated for Planning Money \$35,800)

We are in the process of preparing the preliminary design and compiling a quantitative cost estimate for Division of Engineering's review. Budget for the construction phase has been requested as Priority # 1 in the 1982-84 biennium (\$2,198,637).

C. Other Capital Outlay Projects 1980-82

1. Stage Wiring - Jarman Auditorium (Amount appropriated \$45,000 from C-2 Funds by Division of Engineering)

The appropriation has been approved by Budget and Planning for partial construction. We are going directly with the working drawings to expedite the project during the summer months.

2. Renovation: Correct Asbestos Hazards (Amount appropriated \$125,600)

We are in the process of drafting the preliminary plans for the removal of acoustical plaster in the Campus School classrooms and stairwell ceilings in the Library. Plans should be ready for review by March 2.

E. Purchase of New College Bus

At the close of the bidding process for the new college bus, two companies had submitted bids. Both bids were rejected by the State Highway Department because specifications were not met by either bidder. Specifications have been rewritten and submitted to the State Highway Department on February 18. This project will go out on bid again and will probably delay the whole process 45 to 60 days.

F. Lankford Roof Project

Following the zero weather and hard freeze in January, leaks developed, particularly, on the south side of the building. Work is scheduled to

begin on a new roof for all three sections of Lankford Building during the latter part of February at a cost of approximately \$23,000. Money for this project will come from current maintenance funds in the auxiliary accounts.

G. Curry Fire Inspection Question

See attached letter from the State Fire Marshal's Office.

H. Capital Outlay Submittals for 1982-84, 1984-86, and 1986-88.

See attached listing of projects as submitted to Division of Engineering and Division of the Budget as part of Longwood's budget request.

IV. Placement

A. 1980 Placement Report

The 1980 Placement Report in its entirety was distributed before the Christmas holidays. Overall total placement of the 1980 graduates was 87.3%.

B. Winter Activities

The winter months have been extremely busy in advising the 98 December graduates, working with the faculty, interviewing students, and giving seminars.

C. Formal Contacts with the Faculty

The Director of Placement appeared at the regular November meeting to discuss Job Opportunities in the 80's.

An informal presentation was made to the Academic Policies Committee in February to discuss how the faculty can assist in career development.

D. Student Participation

Student traffic in the office and student participation during the past several months have been excellent. It appears as though students are planning appropriately for the big task of finding a job.

E. Statistics

	<u>Nov.</u>	<u>Dec.</u>	<u>Jan.</u>	<u>Mid-Feb.</u>
Number of personal interviews with students	42	40	63	29

E. Statistics (Continued)

	<u>Nov.</u>	<u>Dec.</u>	<u>Jan.</u>	<u>Mid. Feb.</u>
Number of seminars held in career information - job search strategies, guest speakers, etc.	6	2	9	10
Number of recruiters on campus - teaching and non-teaching	1	5	15	1

Submitted by,

William J. Peele
Vice President for Administration

February 26, 1981

LONGWOOD COLLEGE

CAPITAL OUTLAY

Requested 1982-84

<u>Priority</u>	<u>Project</u>	<u>Cost</u>	<u>Funding</u>
1	Power Plant Conversion to Coal	\$2,198,637	(GF)
2	Hiner/Coyner Elevator (project for meeting Federal requirements for the handicapped)	126,146	(GF)
3	Renovate Main and North Cunningham Residence Halls (Sprinkler System)	739,581	(AE)
4	Addition to Lancaster Library	2,067,607	(GF)
5	Repair Steam Tunnels	112,633	(GF)
6	Jarman Refurbishing - Replace Stage Lighting, Seats and Floor	257,596	(GF)
7	Construct Fine Arts Center	1,100,000	(PF)
8	Construct 2nd and 3rd Floors, McCorkle Wing, and Air-Condition Stevens	1,497,794	(GF)
		\$6,260,413	(GF)
		1,100,000	(PF)
		739,518	(AE)
	Grand Total for 1982-84	<u>\$8,099,931</u>	

Budget Submittal - 1982-84

<u>Priority</u>	<u>Project</u>	<u>Cost</u>	<u>Funding</u>
*	Roof Work, Grainger	\$ 78,890	(OE)
*	Roof Work, South Ruffner	91,891	(OE)
*	Roof Work, Infirmary	48,501	(OE)
*	Repair Work in Grainger (Walls, Ceiling, tile, etc., replacement & refurbishing; electrical service)	123,880	(OE)
	Total	<u>\$ 343,162</u>	(OE)

*These projects are mandated by Paragraph G, Part 2, Section 2-1 of Chapter 760 of the 1980-82 Budget Bill.

CODE: GF - General Fund
 AE - Auxiliary Enterprise
 PF - Private Funds
 OE - Operating Expenses

-2-

Fixed Assets - 1984-86

<u>Priority</u>	<u>Project</u>	<u>Cost</u>	<u>Funding</u>
1	Renovate Iler Gymnasium (conversion to academic facility)	\$ 942,942	(GF)
2	Renovate First Avenue Property for academic purposes	1,629,878	(GF)
3	Equipment - College Trash Truck	<u>30,000</u>	(OE)
	Total	\$2,572,820	(GF)
	Total	<u>30,000</u>	(OE)
	Grand Total	<u>\$2,602,820</u>	

Fixed Assets - 1986-88

<u>Priority</u>	<u>Project</u>	<u>Cost</u>	<u>Funding</u>
1	Lankford Project (Snack Bar, Bookstore, Student Meeting Rooms, Gold Room Floor, etc.)	\$ 398,239	(AE)
2	Update Campus Parking Areas	39,800	(AE & OE)
3	South Ruffner Residence Hall Renovation	<u>105,720</u>	(AE)
	Total	\$ 503,959	(AE)
	Total	<u>\$ 39,800</u>	(AE & OE)
	Grant Total	<u>\$ 543,759</u>	

CODE: GF - General Fund
 AE - Auxiliary Enterprise
 OE - Operating Expense

CAPITAL OUTLAY SUMMARY REPORT

1978-80 Projects

<u>Item No. & Title</u>	<u>Amt. Approp.</u>	<u>Project Status</u>	<u>Project Cost</u>	<u>Surplus Funds</u>
C-181: Construction of Physical Education Building	\$4,808,143.00	99% Complete	\$4,807,606.98	\$ 536.02*
C-4: Access for the Handicapped (Site Work)	\$ 25,378.00	Complete	\$ 24,879.79	\$ 498.21
348: Structural Barriers for the Handicapped	\$ 59,725.00	Complete	\$ 54,455.42	\$ 5,269.58
11110: Repair Fire Damage, Curry	\$ 118,819.00	Complete	\$ 106,738.71	\$ 12,080.29
C-183.1: Construct Baseball Field, Campus School	\$ 41,073.70	99% Complete	\$ 39,974.06	\$ 1,099.64

*This figure looks fairly accurate. We are in the process of auditing the project so it can be closed-out, and this figure may vary somewhat in the end calculations.



COMMONWEALTH of VIRGINIA
DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT.

January 20, 1981

D. GENE DISHNER
 DIRECTOR
 C. SUTTON MULLEN
 DEPUTY DIRECTOR
 BUILDING REGULATORY SERVICES
 H. H. SUMMERS JR.
 CHIEF FIRE MARSHAL

OFFICE OF
 STATE FIRE MARSHAL
 8627 MAYLAND DRIVE
 PARKWAY PARK
 RICHMOND, VIRGINIA 23290
 (804) 281-1000
 R. EUGENE ROBERTSON
 DISTRICT ENGINEER

Dr. Henry I. Willett, Jr.
 President, Longwood College
 Farmville, VA 23901

Re: Longwood College
 Farmville, VA 23901
 (Prince Edward County)
File Number 1252
FLOOR/CEILING ASSEMBLY
DAMPERS IN CURRY AND
FRAZER DORMITORIES

Dear Dr. Willett:

I hope this letter will bring to a conclusion the eleven year old fan-coil unit/fire damper controversy in the captioned buildings. It is not my intention to waive or reduce code requirements, for I consider most code requirements the minimum protection acceptable. A review of the file reveals that the fire dampers were first required in 1969. The purpose of these dampers were to protect any openings in the required 2-hour floor/ceiling assemblies. Ceiling assembly UL design (G217, formerly 53-2) was approved for use in this project.

The fan-coil units that are installed in the ceiling voids use the bottom of the fan-coil unit for the intake of air, and there is no space to install a damper at this point. The fan-coil unit heats the air through the use of hot water coils, and then discharges the heated air into the same compartment. This method of installation is one of the reasons that I question the need for a damper.

NFPA pamphlet 90A requires dampers under the following conditions:

- a. When a duct is penetrating a firewall or partition required to have a fire resistance rating of 2 hours or more.
- b. When a duct is connecting one or more floors.

These ducts intake and discharge into the same area so there is no spread of fire being prevented by these dampers. In my opinion, since this duct is made of steel, it offers equal or better protection than is required for the light fixtures that are in the floor/ceiling assemblies. There is no opening from the

Dr. Henry I. Willett, Jr.
Page 2
January 20, 1981

duct work into the ceiling void that would threaten the bar joists.

The UL fire resistance directory lists alternatives for dampers in steel ducts. One such alternative allows mineral Wool Batts to be placed on top of the ducts to minimize heat transfer. There is some material installed in this fashion, but we are unable to determine the nature of this material. I think it is not a wise decision to come back eleven years later and say that the wrong material was used for protection, unless we can prove otherwise.

In my opinion, because of the possibility that the ducts were properly installed initially, and the prohibitive costs of installing over 1,000 dampers at today's rates (\$200,000.00), I do not think that the cost would justify the protection gained.

Thank you for your interest in fire safety, and if I can be of further service, please call.

Very truly yours,

STATE FIRE MARSHAL

By: 

T. R. Hill
Fire Protection Technician

TRH/dbb

cc: Richmond
HQRS
Eng. & Bldgs.
Mr. Melvin Moore
Superintendent, Bldg. & Grounds
Longwood College
Farmville, VA 23901

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS
AND DEAN OF STUDENTS

I. Student Government Association

The following students have been elected and installed as officers in top positions of the major campus organizations:

Student Government

President: Sharon Harrup, Courtland, Virginia
Vice President: Nancy Warren, Richmond, Virginia
Chairman of Orientation: Dallas Bradbury, Chesterfield, Virginia

Judicial Board

Chairman: Brenda Coleman, South Hill, Virginia
Vice Chairman: Judy Clement, Lynchburg, Virginia

Campus Life Committee

Chairman: Vicki Mathewson, Phoenix, Arizona

Residence Life Committee

Chairman: Christi Lewis, Gloucester Point, Virginia

Intramural Athletic Association

President: David Mitchell, Independence, Virginia

Lankford Student Union

Chairman: Jerry Richman, Toms Brook, Virginia

The recent organization of student government has resulted in some confusion over the specific function of various groups and the attendant division of responsibility, but, nevertheless, there is a sense that the reorganization will prove to be effective. Plans for Student Government Day (March 3) are well under way and, among other things, leadership training programs (primarily directed by Student Affairs staff members) are planned for the future.

II. Housing

The residence halls opened on January 11, 1981, with 1,901 students housed on campus. This figure reflects the temporary closing of French Hall (88 spaces) while renovation work proceeds. All French Hall residents were

placed elsewhere on campus with their desired roommates, and most were offered their first choice on alternate halls.

Housing plans for the 1981-82 year are in the final stages of completion. More space will be allocated for men as their numbers increase, and fraternity housing will begin to be concentrated in Main Cunningham Hall in anticipation of a full-scale allocation of spaces in Main and perhaps North Cunningham to fraternity members in conjunction with the planned renovation of the Cunninghams in 1982 or 1983.

Other significant plans for residence halls include the likelihood of initiating a night host program in all residence halls next fall (a program including students paid to maintain the security of each hall during late evening and early morning hours), the first phase of a program to improve the room and other door locks in selected halls, and the continued upgrading of the resident adviser position to include responsibility for the detection and initial investigation of rule infractions.

III. Student Teacher and Field Experience Housing

During the spring semester, 83 students will be engaged in student teaching. Approximately 29 of those students will be boarding away from their family residences. Updated householder lists were distributed to all student teachers, and members of my staff have worked closely with them

IV. Counseling Services

As the following statistics attest, use of this service has continued at a heavy rate:

Counseling Statistics October - December, 1980

	<u>Individual Counseling</u>	<u>Group Counseling</u>
Number of Students	122	24
Number of Sessions	220	6

Of the 122 students counseled, 97 presented personal problems while the remaining 25 presented career problems.

Additionally, three parents and four faculty members were seen in the Counseling Center. Also, 136 students attended sessions on stress management and self-awareness in teaching.

V. Student Activities

The first semester of the 1980-81 school year was again quite active. The attendance figures for this semester are slightly over ten thousand. This is a drop from the 1979-80 year. The reasons for this drop are because of financial restraints. We removed, among other things, one outdoor concert and one major concert.

The end of the first semester brought about the usual activities with one major change in the holiday dance. This was made a more formal affair by using a big-band sound and generally upgrading the event to a more formal affair.

Mardi-Gras Weekend was a big success this year with the Student Union going with the most expensive act we have ever had; this was the band LeRoux. The event was quite well attended with the largest crowd in recent memory at any major concert sponsored by the Student Union. The attendance for the weekend was 2,720.

I. B. Dent attended the National NECAA Convention in San Antonio the first of February, not only representing Longwood College, but also representing Virginia as the Unit Coordinator, and in the role of Assistant Exhibit Hall Director. Jerry Richman, a Longwood student, also attended this convention, not only as a delegate from our school, but also as the student representative from Virginia.

VI. Health Service

The initial positive response to the changed sick call hours and the new physicians has continued and students have experienced few difficulties with this service. Below are the usual statistics for the October - December quarter:

<u>Month</u>	<u>In-patients</u>	<u>Out-patients</u>	<u>Sick Call (Physicians)</u>
October	16	752	234
November	12	947	286
December	<u>25</u>	<u>645</u>	<u>234</u>
Totals	53	2,344	754

These statistics are independent of one another except that a few students came to sick call and, subsequently, became in-patients. As compared to the same time period a year ago, the only significant change was the dramatic increase in the number of students coming to sick call; 754 versus 525 last year--an increase of 44%.

VII. Information Office

The following statistics reflect only a slight increase over the same period in 1979 in the volume of telephone activity--5,984 as compared to 5,798 calls in 1979. The average calls per day remained very constant.

<u>Month</u>	<u>Number of Calls</u>	<u>Average Per Day</u>
October	2,174	78
November	2,071	77
December	<u>1,739</u>	<u>79</u>
Total	5,984	

VIII. Withdrawals

	<u>1980-81</u>	<u>1979-80</u>	<u>1978-79</u>	<u>1977-78</u>	<u>1976-77</u>
Opening resident count	2,051	2,074	2,012	1,938	1,924
Withdrawals during semester	52	71	70	55	48
End-of-semester withdrawals	<u>82</u>	<u>65</u>	<u>81</u>	<u>88</u>	<u>83</u>
Total fall semester	*134	*136	*151	*141	*131
Per cent of resident student body	(6.59%)	(6.56%)	(7.5%)	(7.37%)	(6.81%)

*Includes academic suspensions. 1978-79 year was the first year that policy had an effect on withdrawal data. There were 10 in 1978-79, 6 in 1979-80, and 8 in 1980-81.

This data indicates the continuation of a lowered between-semester attrition rate (6.59% this year and 6.56% last year).

Reason for withdrawal:

	<u>1980-81</u>	<u>1979-80</u>	<u>1978-79</u>	<u>1977-78</u>	<u>1976-77</u>
Academic	7	8	22	6	24
Academic suspension	8	6	10	0	0
Disciplinary suspension	5	2	4	10	1
Transfer	41	25	35	44	35
Terminal transfer	0	0	0	0	4
Work	18	10	8	5	14
Dissatisfied	14	19	13	20	12
Personal	24	39	33	37	13
Homesick	1	1	3	0	3
Marriage	2	5	7	6	2
Financial	3	3	7	3	2
Medical	<u>8</u>	<u>15</u>	<u>9</u>	<u>12</u>	<u>17</u>
Total	134	136	151	141	131

Submitted by,

Leo C. Salters
Vice President for Student Affairs and
Dean of Students

February 26, 1981

OFFICE OF VICE PRESIDENT FOR FINANCE

A. Operating Statements

The operating statements for Educational and General Programs and Auxiliary Enterprises through January 31 are attached. The major problems that show up in these statements are related to student wages, utilities, and fuel. We have taken steps to curtail expenditures in student wages. The Department of Planning and Budget has not sent us the paperwork necessary to request additional funding for fuel and utilities. In addition, the projected overexpenditures in fuel and utilities may require over \$100,000 additional transfer of physical plant recovery costs from Auxiliary to E & G.

B. Student Fees (1981-82)

A proposed set of student fees for 1981-82 will be presented to the Finance Committee and then to the Board. This fee proposal was not available for this report because of the need to determine the final actions of the General Assembly session and the settlement of the dining hall contract. The fees will be presented in an addendum.

C. 1981-82 Budget

Requests for the 1981-82 budget are to be submitted by March 15. This should give sufficient time to construct the budget and submit it for approval at the May Board meeting.

D. 1982-84 Biennium Budget

The Program Proposal for the 1982-84 biennium was submitted to the Department of Planning and Budget on January 30. The target budget figures are scheduled to be issued by the Secretary of Education on April 24. These target figures represent the most important step in the biennium budgeting process because they set the level of funding upon which the financial proposal will be developed. The financial proposal is due by August 1 and will go to the General Assembly in early 1982.

E. State Audit

The audit team should have completed the on-campus work by the time the Board meets. The final report should be ready for the exit interview by late March or early April.

F. Bookstore Contract

In December, we advertised for individuals or companies to submit proposals for the operation of the Longwood Bookstore. Four (4) completed

proposals were received and these four representatives are to make additional presentations to the representatives of the Administrative Council and the Bookstore Committee during the week of February 23. If possible, the final selection will be made in time to inform the Board on March 6.

Submitted by,

James L. Branscome
Vice President for Finance

February 26, 1981

EDUCATIONAL AND GENERAL PROGRAMS
January 31, 1981

<u>Revenues</u>	<u>Budget</u>	<u>Revised Budget</u>	<u>Collected</u>	<u>% Collected</u>
General Funds	\$5,002,150	\$ -	\$5,002,150	100
Special Funds	2,128,170	2,173,170	1,937,584	89
Federal Workstudy	80,000	-	64,039	80
Physical Plant Recoveries	960,000	-	480,000	50
Energy Cost Recoveries	200,000	-	-	-
Salary Regrade	160,000	115,140	115,140	100
Eminent Scholars	6,120	6,200	-	-
Foundation	11,705	-	-	-
Surplus Property	185	-	-	-
Unemployment Compensation	-	1,755	-	-
Social Work Grant	17,030	16,990	16,987	100
	<u>\$8,565,360</u>	<u>\$8,567,295</u>	<u>\$7,615,900</u>	<u>89</u>
Construction Fee (Lancer Hall)		\$ 65,990	\$ 59,887	91

<u>Expenditures</u>	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Expenditures</u>	<u>Balance</u>	<u>% Exp.</u>
Faculty Salaries	\$3,564,160	\$ -	\$2,070,911	\$1,493,249	58
Adjuncts & Overloads	40,000	-	38,688	1,312	97
Off-Campus Salaries	43,200	-	37,533	5,667	87
Summer Session Salaries	154,300	-	154,731	(431)	100
President	47,080	-	27,463	19,617	58
Classified Salaries	1,850,000	-	1,069,955	780,045	58
Overtime	10,000	-	4,350	5,650	44
Graduate Assistants	19,200	-	11,400	7,800	59
Wages	85,000	85,750	57,281	28,469	67
Student Wages (CWS)	30,000	-	22,952	7,048	77
Student Wages (FWS)	90,000	-	67,148	22,852	75
President's Contingency	5,000	2,250	-	2,250	-
Dean's Contingency	5,000	-	-	5,000	-
Workmen's Compensation	42,000	-	33,886	8,114	81
Insurance	55,700	-	67,952	(12,252)	122
Travel	117,800	-	60,619	57,181	51
Utilities	290,000	-	246,300	43,700	85
Fuel	433,000	-	298,609	134,391	69
Postage	45,000	-	35,155	9,845	78
Telephone	100,000	-	52,386	47,614	52
Fringe Benefits	760,000	-	476,526	283,474	63
<u>Operations:</u>					
Services	220,000	232,500	126,831	105,669	55
Supplies	190,000	191,705	154,492	37,213	81
Equipment	110,000	122,000	82,609	39,391	68
Leases, Dues, etc.	85,000	-	67,497	17,503	79
Lib. Books & Periodicals	145,000	-	84,493	60,507	58
Unallotted	28,920	6,650	-	6,650	-
	<u>\$8,565,360</u>	<u>\$8,567,295</u>	<u>\$5,349,767</u>	<u>\$3,217,528</u>	<u>62</u>

AUXILIARY ENTERPRISES
January 31, 1981

<u>Revenues</u>	<u>Budget</u>	<u>Revised Budget</u>	<u>Collected</u>	<u>% Collected</u>
Dining Hall	\$1,549,125	\$ -	\$1,573,872	89
Residence Halls	1,709,800	-	1,499,527	88
Laundry	85,000	-	65,469	77
Health Services	157,200	-	139,592	89
Student Union	144,300	-	128,715	89
Athletic Fee	422,750	-	380,488	90
Athletic Income	-	5,000	4,772	95
Construction	69,325	-	61,848	89
Golf Course	33,455	-	30,209	90
Faculty/Staff/Student Services Reserve	11,515	-	10,070	87
Reserve	47,000	2,000	-	-
Federal Workstudy	100,000	-	96,233	96
Income from Services	32,680	-	13,024	40
	<u>\$4,362,150</u>	<u>\$4,322,150</u>	<u>\$3,803,819</u>	<u>88</u>

<u>Expenditures</u>	<u>Budget</u>	<u>Revised Budget</u>	<u>Expenditures</u>	<u>Balance</u>	<u>% Expended</u>
<u>Auxiliary Enterprises:</u>					
Faculty Salaries	\$ 56,430	\$ -	\$ 32,918	\$ 23,512	58
Classified Salaries	487,400	-	284,605	202,795	58
Wages & Overtime	36,000	-	32,885	3,115	91
Student Wages (CWS)	177,100	-	35,109	141,991	20
Student Wages (FWS)	150,000	-	128,291	21,709	86
Travel	1,500	-	957	543	64
Operations	355,170	-	139,270	215,900	39
Equipment	33,400	-	9,470	23,930	28
Dining Hall Contract	1,060,000	-	718,576	341,424	68
Postage	3,400	-	2,061	1,339	61
Telephone	20,000	-	11,956	8,044	60
Debt Service	456,000	-	100,173	355,827	22
Physical Plant Recovery	960,000	-	480,000	480,000	50
Reserve	44,000	-0-	-0-	-0-	-
Fringe Benefits	99,000	98,000	50,625	48,375	52
Total	<u>\$3,939,400</u>	<u>\$3,894,400</u>	<u>\$2,026,896</u>	<u>\$1,867,504</u>	<u>52</u>

IAC (Athletics):

Faculty Salaries	\$ 205,050	\$ -	\$ 116,376	\$ 88,674	57
Adjunct Coaches	3,500	-	750	2,750	21
Classified Salaries	8,475	-	4,890	3,585	58
Student Wages	3,000	-	1,195	1,805	40
Scholarships	63,140	-	31,000	32,140	49
Operations	27,545	-	31,557	(4,012)	115
Travel	70,000	-	30,346	39,654	43
Postage	1,600	-	1,175	425	73
Telephone	4,500	-	3,252	1,248	72
Contingency	6,195	-	-	6,195	-
Fringe Benefits	29,745	-	19,687	10,058	66
Unallotted	-	5,000	-	-	-
	<u>\$ 422,750</u>	<u>\$ 427,750</u>	<u>\$ 240,228</u>	<u>\$ 187,522</u>	<u>56</u>
Total Auxiliary Enterprises	<u><u>\$4,362,150</u></u>	<u><u>\$4,322,150</u></u>	<u><u>\$2,267,124</u></u>	<u><u>\$2,055,026</u></u>	<u><u>52</u></u>

OFFICE OF THE INTERNAL AUDITOR

Report on Internal Audit Jobs Completed from July 1, 1980, to February 28, 1981:

June 30 cash counts and cutoffs with confirmations.
 Central Stores cutoff inventory and testing.
 Panhellenic Council Audit.
 Special cash cutoffs for Post Office and Information Office.
 Student Activity organization audits (21) with assistance to Treasurers.
 June 30, 1980, closing, account balances and audit trails.
 Entry, proofing, and corrections - 1980-81 budget.
 Creation of new 1980-81 accounts for financial statement purposes.
 Turnover cash counts for Business Office.
 HEGIS 2300-4 report and EPR-1 backup report for State Council and internal use.
 Special cash count- Lankford change machine.
 Campus security - citations and decals audit.
 Testing of computerized equipment control system.
 Improvements in registration systems.
 1979-80 workpapers, lists, schedules, cutoffs, copies and reports for Auditor of Public Accounts examiners.
 HEUFAS system improvements and implementation.
 Report generator system changes and job streaming.
 Student Activity Fee Committee assistance and forms.
 Capital outlay accounts on HEUFAS modified in order to be more complete and useful.
 Met with officials of Athletic Department and assisted in setting up procedures and reports for the proper control of ticket sales and concession sales.
 Assisted with setting up of a new Petty Cash system in the Housing Office.
 Assisted several department heads with design of new internal use forms.
 Golf course audit.
 Bookstore audit.
 Built files and designed new forms for use by Internal Audit.
 Examined Employee Fringe Benefit Accounts.
 Public Affairs Department audit.
 Employee leave record audit.
 Completed internal control questionnaire.

This listing will give you an idea of the progress we are making on our audit plan for this year. Thank you for your continuing support of our efforts.

Submitted by,

Lawrence M. Martin
Internal Auditor

February 26, 1981

OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE PRESIDENT**I. Field Services**

A. During January and February, questionnaires were sent to 199 non-teaching members of the Class of 1980 and 172 professional education majors and their employers. Questionnaires were also sent to 133 members of the Class of 1978 and their employers. During the spring, we will visit 100 members of the Class of 1980 on their jobs, interviewing them and their employers. The results of the questionnaires and on-the-job interviews will be completed and made available to the members of the Board during the summer.

B. Fact Booklet

We are in the process of collecting statistical data pertaining to the students, faculty, academic programs and finances of Longwood College for a fact booklet. The objective of this booklet is to provide a comprehensive collection of data for use by the College community and other interested persons. Data are being collected from a variety of sources, including reports prepared for agencies of the State and Federal Governments, reports submitted to non-governmental organizations, internal reports produced by College offices, and summaries which are being assembled especially for this document. It is our future goal to complete and release an update of this data each year by approximately October 15.

C. Senior Survey

Thirty-five percent (104) of our seniors in each academic discipline were recently selected at random to complete a Senior Survey. We had an 85% return of the surveys. The main objective of this study was to assist us in evaluating some of the academic, social and co-curricular activities at the College. Results of the study will be available during the Board meeting.

II. Non-academic Summer Conferences

Conferences to be held on our campus during the summer of 1981 are as follows:

<u>Dates</u>	<u>Group</u>	<u>Approximate Number of Participants</u>
June 5-7	State Jaycees	350
June 14-20	Virginia Girls State	675
June 14-17	Delmar Yearbook Studios	300
July 5-10	World Cup Soccer	100
July 17-19	State Parent Teachers Conference	350
July 19-21	Knights Templar	60
July 26-29	Virginia Education Association	365
August 2-5	Nationwide Cheerleaders	350

We accommodate these groups as a public service. Financially, we do a little better than break even.

III. Intercollegiate Athletics

A. Lancer Club

Through the combined efforts of several groups, including the Sports Information Office, the Office for Institutional Advancement, and the Athletic Departments, the Lancer Club was organized. The main purposes of the Lancer Club are as follows:

1. Raise private funds to help defray the costs of athletic scholarships.
2. Attract community interest in and support of our intercollegiate athletic programs.
3. Provide a social organization for persons with a common interest - Longwood College athletics.

Officers of the Lancer Club's Board of Directors for 1981-82 are the following:

President - Charles H. Dowdy, III
 Vice President - Robert B. Burger
 Secretary-Treasurer - Anthony Perini

B. Goverance of Intercollegiate Athletics

During the January meeting of the National Collegiate Athletic Association (NCAA), a decision was made to include, for the first time, women's athletics into the NCAA. At an Association for Intercollegiate Athletics for Women (AIAW) assembly a week before, women's athletic administrators voted 282 to 42 in favor of staying with the AIAW.

During August of each year, for the next four years, each institution will be required to make a commitment of their women's program to one of these two associations. There are a few drastic differences in rules between the two groups, primarily in the following areas:

1. Recruiting.
2. Eligibility rules.
3. Finances.
4. Division structures within each institution.

C. 1980-81 records to date are as follows:

1. Men's Athletics

<u>Team</u>	<u>Record</u>
Baseball	8-7-1
Basketball	19-9
Golf (Fall)	2-0 (non-tournament competition)
Soccer	9-7 (record number of wins)
Wrestling	3-12 (record number of wins)

2. Women's Athletics

<u>Team</u>	<u>Record</u>
Basketball	10-15
Golf (Fall)	Finished third in Longwood Invitational. Kay Smith won State Individual title.
Gymnastics	9-2 (record number of wins)
Riding	Competed in 5 shows
Tennis (Fall)	3-7
Volleyball	10-15

Submitted by,

T. C. Dalton
Administrative Assistant to the President

February 26, 1981

OFFICE OF THE DIRECTOR OF INSTITUTIONAL ADVANCEMENT

I. Institutional Advancement Program**A. Private Support for 1980**

The attached financial reports reflect the sources and amounts of private support which the College received in 1980. Although receipts in 1980 were down significantly in five areas (alumni, parents, faculty/staff, local businesses, and the Board of Visitors), the trend has now changed and we anticipate exceeding the goals established for this year.

B. Program Plan for 1981

An Institutional Advancement Program Plan, which reflects the goals, objectives, and strategies for 1981, has been developed and a copy attached for your information. A significant increase in activity will occur this year in the Corporations and Foundations Section and in the Federal Funds Section.

C. Automation of Records

In November 1980, I reported to the Board that an intensive effort was under way to automate the extensive mailing lists, giving records, and alumni biographical data bases. On February 12, 1981, this automation was completed and the manual addressograph system eliminated. This computerization will greatly enhance efficiency, productivity, and selectivity in the use of the information contained in the data bases. The expensive addressograph equipment will be turned in to the appropriate State agency for disposition. We are now conducting a study to determine the most suitable word/text processing system to upgrade our solicitation process. Either the IBM "Displayriter" or the IBM System VI appears to be the most feasible system to interface with the College central computer system. It is anticipated that the necessary word/text processing system will be received and operational by September 1, 1981.

D. Personal Visitation Program

Whereas the mailing programs and Phonathons constitute the "normal" solicitation vehicles for the majority of the alumni, large gifts from individuals or companies are usually the result of an intensive personal cultivation and solicitation program. In November 1980, we identified approximately 150 individuals who have the potential to give substantial gifts to Longwood and a strategy to cultivate these potential donors was developed. Since December 1980, when we commenced our program, the four members of our office have made approximately twenty-three calls. The involvement of two members

in the Presidential Screening Committee curtailed visits during January 1981; however, after February, the number of visits should increase significantly.

E. Annual Funds

The 1981 Annual Funds goal is \$102,000. The goal is spread over four separate funds/campaigns:

Alumni Annual Fund	\$72,000
Parents Annual Fund	17,000
Local Business Campaign	6,000
Faculty/Staff Annual Fund	7,000

Graphs/charts depicting the status of fund raising through February 28, 1981, will be distributed at the Board meeting.

F. Corporations and Foundations

On January 23, 1981, a proposal was submitted to the Kresge Foundation, requesting a grant of \$300,000 to be applied toward a \$1,100,000 project to complete the Fine Arts Center. If this proposal is approved, the financing of the Fine Arts Center would be as follows:

Kresge Grant	\$ 300,000
Longwood College Foundation	200,000
Capital Campaign	600,000
	<u>\$1,100,000</u>

Preliminary work is being done to develop grant proposals for the Library, Business Department, and the Science Department. The 1981 goal is to develop and submit a minimum of ten "need proposals" to various foundations and ten "need proposals" to corporations.

On January 16, 1981, the College received notification that this year the Lettie Page Whitehead Foundation of Atlanta, Georgia, has granted \$18,000 to Longwood College for scholarship purposes. The grant will be received in two increments: \$9,000 in September, 1981, and \$9,000 in December, 1981.

G. Federal Funding

On January 30, 1981, a proposal was submitted to the U. S. Department of Education requesting a \$30,000 grant to fund an expanded version of the "Economic Impact Study" which the Business Department has conducted for the past two years.

Preliminary work is being done to develop grant proposals for various programs which the Federal government funds. The 1981 goal is to develop and submit a minimum of ten "need proposals" to various Federal agencies.

H. Bequests

On January 23, 1981, the College received a \$10,000 bequest from Caleb R. Smith for scholarships. Since bequests represent a prime source for large gifts, the development of a Deferred Giving Program is a major objective for 1981. The 1981 goal is to obtain twenty known wills naming Longwood College as the recipient of a bequest.

1. Alumni Services

The majority of alumni services are continuing on the same basis as in past years. We have made one change. Our tour program has been restructured to reflect the current economic situation. More domestic and shorter trips will be planned during times that will reflect the work situation of more alumni. Our schedule includes Montreal July 6-11, Pennsylvania Dutch Country/Reading Outlet Shopping October 2-4, and New York November 27-29. Hopefully, next year we can broaden our program.

One new program is our Alumni Assistance Program, which provides an opportunity for our alumni to serve Longwood College. Six areas of service are available, including assisting with contacts for private support. Alumni participation in this program is off to a very good start. Brochures will be distributed at the Board meeting.

One addition to our program that we hope to develop this coming fiscal year is a Speaker Program. Hopefully, we will have funds available to use to bring on campus a known speaker. If possible, this will be offered at a time convenient to both our students and alumni.

We invite you to return to the campus for Founders Day, Saturday, April 25. At this year's program, which is entitled "Thanks for the Memories", we will be honoring our former faculty and staff members.

II. Longwood College Foundation

The Longwood College Foundation Board of Directors met on February 6, 1981, at the College. A copy of the minutes of this meeting will be distributed to each member of the Board of Visitors at the March meeting.

The development of the private support budget is now in progress. This year the consolidated College requests must be submitted to the Foundation's Board of Directors at their June meeting. The following timetable has been established:

March 2, 1981:	Deadline to submit requests
March 3-31, 1981:	Preparation of the College private fund budget

- April 6, 1981: Submission of the College private fund budget to
Foundation Budget Committee
- April 6 -
May 15, 1981: Review of the College private fund budget
- May 15, 1981: Proposed Foundation Budget to be mailed to each of
the Foundation's Board of Directors
- June 26, 1981: Budget approval by Foundation Board of Directors
- July 1, 1981: Notification of Administrative Staff and Department
Chairmen of their private fund support for 1981-82

Submitted by,

Ralph P. Hundley
Director of Institutional Advancement

February 26, 1981

LONGWOOD COLLEGE FOUNDATION, INC.
FUND-RAISING
1980

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Alumni	\$ 1,713.00	\$ 565.00	\$ 3,942.50	\$ 4,971.00	\$ 6,253.00	\$2,040.00	\$ 673.00	\$ 315.00	\$ 4,368.00	\$12,199.50	\$ 3,888.00	\$ 8,758.50	\$49,686.50
Alumni Match. Gifts	35.00	205.00	175.00	385.00	25.00	595.00	10.00	165.00	50.00	100.00	250.00	1,960.00	3,555.00
Faculty	20.00	15.00	115.00	134.00	209.00	112.00	42.00	206.00	.00	267.05	111.50	710.00	1,941.55
Staff	.00	.00	117.50	143.62	158.61	783.61	188.61	324.72	.00	302.22	.00	516.62	2,535.50
Parents	** 4,918.00	470.00	960.00	2,108.00	405.00	255.00	60.00	.00	550.00	.00	2,317.00	871.00	11,914.50
Parent Match. Gifts	687.50	150.00	50.00	.00	265.00	50.00	75.00	.00	25.00	30.00	500.00	.00	1,832.00
Local Companies	100.00	.00	.00	100.00	.00	.00	.00	.00	1,550.00	440.00	.00	1,150.00	3,340.00
Friends	561.22	30.00	382.35	107.80	930.66	581.75	2,620.43	1,773.49	136.15	370.85	3,113.85	2,162.50	12,771.05
Fd. Directors	.00	5,000.00	1,050.00	1,000.00	400.00	.00	.00	.00	.00	.00	1,000.00	500.00	8,950.00*
P.L. of Visitors	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	400.00	400.00*
Requests	.00	.00	.00	.00	.00	.00	7,500.00	.00	.00	10,000.00	.00	500.00	18,000.00
Foundations	90,000.00	.00	.00	.00	.00	.00	.00	.00	8,750.00	.00	.00	8,750.00	107,500.00
Snack Bar/Ven.	1,799.75	2,923.37	3,111.53	2,574.08	1,783.39	1,107.22	300.96	582.21	1,905.65	1,623.41	2,209.84	1,380.69	21,302.10
Student Athletic	.00	.00	.00	.00	.00	.00	500.00	500.00	950.00	50.00	114.00	35.25	2,150.05
TOTALS	\$99,834.47	\$9,338.37	\$9,903.88	\$11,523.50	\$10,429.66	\$5,524.54	\$11,970.00	\$5,866.42	\$16,284.80	\$25,343.03	\$12,504.99	\$27,698.55	\$246,278.25

*Alumni Board of Visitors and Foundation Directors included with alumni.

**Includes donations for Sept., Oct., Nov., Dec. 1979 Parents Fund Drive.

1975 - 1980

ANNUAL FUNDS GOALS VS. ACTUAL

Fund	1975		1976		1977		1978		1979		1980	
	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
Alumni	*	\$39,533	*	\$40,226	*	\$44,997	\$60,000	\$52,309	\$64,000	\$62,860	\$70,000	\$53,641
Parents	*	7,216	*	6,061	*	6,383	17,500	13,373	20,000	14,236	16,250	13,746
Faculty/ Staff	*	3,803	*	4,027	*	4,875	7,000	5,660	*	7,885	*	4,477
Businesses (Local)	*	5,875	*	4,190	*	4,515	6,000	4,135	*	5,125	*	3,340
Totals	*	\$56,427	*	\$54,504	*	\$60,770	\$90,500	\$75,477	\$84,000	\$90,106	\$86,250	\$75,204

* No goals were established

1975 - 1980

REVISED ANNUAL GOALS VS. ACTUAL*

Fund	1975		1976		1977		1978		1979		1980	
	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
Alumni	*	\$39,533	*	\$40,226	*	\$44,997	\$60,000	\$52,309	\$64,000	\$62,860	\$70,000	\$53,641
Parents	*	7,216	*	6,061	*	6,383	17,500	13,373	20,000	14,236	16,250	13,746
Faculty/ Staff	*	3,803	*	4,027	*	4,875	7,000	5,660	[7,700]	7,885	[8,470]	4,477
Businesses (Local)	*	5,875	*	4,190	*	4,515	6,000	4,135	[6,600]	5,125	[7,260]	3,340
Totals	*	\$56,427	*	\$54,504	*	\$60,770	\$90,500	\$75,477	\$98,300	\$90,106	\$101,980	75,204

*Goals revised September 15, 1980.

PROGRAM PLAN

1981

INSTITUTIONAL ADVANCEMENT OFFICE

LONGWOOD COLLEGE

January 1, 1981

ANNUAL FUNDS OBJECTIVES

Objective: To attain the 1981 Annual Funds goal of \$102,000.

Strategy:

1. Annual Fund Goal Breakdown

Alumni Annual Fund	\$72,000
Parents Annual Fund	17,000
Local Business Campaign	6,000
Faculty/Staff Annual Fund	7,000

2. All fund campaigns will run during the calendar year except for the Parents Annual Fund which will run from October 1980 to May 1981.
3. Each of the four annual funds will have four general appeals. Each appeal will not be in the same form for each fund; however, the theme for each appeal will be similar. The appeals are as follows:
 - a. Personal focus - This appeal will highlight a student, faculty member, new president, or ?. The focus will be on some aspect of the College, such as energy, leadership, or ?. A tie-in will be made to the parallel of the person and the need of the College, i.e. energy of the person, energy need of the College, etc.
 - b. Academic focus - This appeal will feature interviews or informal conversations of faculty members. The focus will be on the importance of providing the difference between survival and quality academic programs.
 - c. Student focus - This appeal will concentrate on the student and student life. It might focus on an individual (the person we use in #1) or on the quality of student life at Longwood. (This would directly promote the scholarship objective.)
 - d. LYBUNT focus - The final appeal will be directed at last year but not this year (lybunt) contributors. This will stress the urgency and need to meet the goal by year's end.

Objective: To increase the participation of the College leaders (i.e. Board of Visitors, Foundation Board of Directors, Staff, and Faculty) in the financial support of Longwood College and to increase the percentage of donors at all levels.

Strategy:

1. Educating and informing each constituency about the College as it is today and can be in the future.
2. Improving the overall personal solicitation program using more knowledgeable volunteers from within the College community, matching these volunteers with the best prospect and then maintaining an up-to-date record system for following up on each prospect on a regular schedule.
3. Maintaining and improving our data processing records. Providing for accurate, current data, timely responses, up-to-date contribution records and, most importantly, selectivity in our solicitations.
4. Strengthening our overall scholarship program with special emphasis on the Longwood Scholar program and promoting new endowed scholarships for the future.
5. Obtaining a challenge gift from a friend or alumnus which would provide the "incentive" for obtaining new and/or the increased gifts.

Objective: To reduce the costs of the direct mail campaign and, at the same time, to increase the amount of funds received by the direct-mail campaign.

Strategy:

1. Reduce costs by more utilization of in-house printing.
2. Utilize a more cost-effective envelope and paper. (In 1980 envelope cost for fund-raising was \$3,600).
3. Design return envelopes and "return slips" which take less employee time to process.

Objective: To conduct a cost analysis of fund-raising activities.

Strategy:

Maintain detailed records of all direct costs related to fund raising. Approximate, as closely as possible, the indirect costs related to institutional advancement.

FOUNDATIONS, CORPORATIONS, AND DEFERRED GIVING PROGRAM OBJECTIVESCorporations

Objective: Cultivate contacts with corporations that have indicated that they support institutions of higher education.

Strategy:

1. Determine needs of the College which may be met by corporate support.
2. Develop list of prospect corporations which may meet College needs.
3. Prepare dossier on each prospect corporation.
4. Develop a minimum of ten "need proposals" to present to corporations.
5. Present need proposals to a minimum of ten corporations.
6. Attempt to raise \$60,000 in corporate support.

Foundations

Objective: Cultivate contacts with foundations that have indicated that they support institutions of higher education.

Strategy:

1. Determine needs of the College which may be met by Foundation support.
2. Develop list of prospect foundations which may meet College needs.
3. Prepare a dossier on each prospect foundation.
4. Develop a minimum of ten "need proppsals" to present to foundations.
5. Present need proposals to a minimum of ten foundations.
6. Attempt to raise \$70,000 in foundation support.

Deferred Giving Program

Objective: To develop a Deferred Giving Program at Longwood College.

Strategy:

1. Write a prospectus for Longwood College's Deferred Giving Program.
2. Initiate an education program to inform prospects about the Deferred Giving Program, estate planning, and the value of these programs to both the individual and the College. Articles in the Rotunda, articles in the Development Bulletin, articles in the Honor Roll publication, and quarterly mailings to alumni and friends will be the vehicles of this education program.
3. Visit at least six prospects each month regarding the Deferred Giving Program.
4. Attempt to obtain twenty known wills which indicate Longwood College as the recipient of a bequest.

ALUMNI SERVICES OBJECTIVES

Objective: To improve existing Alumni Services programs.

Strategy:

1. Improve on-campus activities.
 - a. Conduct a workshop for all chapter officers and other volunteers at the Spring Council meeting.
 - b. Develop "Homecoming" for alumni during Founders Day.
 - c. Conduct Oktoberfest Young Alumni activity.
2. Improve Chapter activities.
 - a. Provide College representation and appropriate program for at least one of each of the 25 chapters' meetings.
 - b. Assist the Chapter Presidents in developing individual chapter goals for the next two years.
 - c. Provide each chapter with an improved list of Longwood alumni in their chapter area.
 - d. Improve administrative support for chapters (i.e., mail service, publications, supplies, etc.)
 - e. Assist the Chapter Presidents in increasing the membership and participation in each chapter.
3. Improve the Alumni Service publications (i.e., class news/Founders Day newspaper, College-wide magazine.)
4. Improve and strengthen student alumni-related activities.
 - a. Host senior reception at Alumni House.
 - b. Advise Student Alumni Association.
 - c. Coordinate gift programs such as Student Welcome Package, Parents Guide, Good Stuff boxes, and Graduate Magazine to seniors.
5. Improve utilization of the Alumni House.
 - a. Assist Class of 1950 with procuring their gift to the Alumni House.
 - b. Improve support and appearance of the Alumni House.

Objective: To institute new Alumni Services Programs.

Strategy:

1. Plan, direct, and control the implementation of the Alumni Assistance Program.
2. Coordinate with the Admissions staff a program whereby alumni become more involved in the recruiting program of the Collège.
3. Develop a program whereby each year the Alumni Association sponsors one outstanding speaker at the campus.
4. Develop plans to introduce the new College President to the alumni.

Objective: Improve the alumni files.

Strategy:

1. Review all alumni-related data in the alumni biographical computer files.
2. Computerize all alumni biographical and mailing data. Eliminate and dispose of the addressograph mailing equipment.

PERSONAL SOLICITATION PROGRAM OBJECTIVES

Objective: To increase the number of major gifts to the College through personal solicitation.

Strategy.

1. Develop a list of prospects who have the potential to make significant contributions to Longwood College.
2. Develop dossier on each prospect.
3. Assign prospects to key personnel.
4. Each prospect will be visited and cultivated by key personnel. Key personnel will make a minimum of five visits per month.

FEDERAL FUNDING OBJECTIVES

Objective: To develop a comprehensive Federal Funding Program for Longwood College.

Strategy:

1. Develop a library of necessary documents and publications relative to Federal Funding Programs.
2. Determine the needs of the College which may be met by Federal Funds.
3. Prepare and submit a minimum of ten "proposals" for Federal Funds.
4. Attempt to raise \$60,000 in Federal Fund support.

OFFICE OF THE DIRECTOR OF PUBLIC AFFAIRS

I. Duplicating Service Center

Our attempt to equip the self-service Xerox machines with an automatic control system has met with an unusual roadblock. A Veeder-Root system was ordered and eventually arrived on the campus. When the company was contacted to install the system, we were informed that they had decided not to continue producing this system and would send a letter authorizing the return of the equipment. The reason for their action is that the company did not receive authorization to sell to the Federal government as they had expected. Mr. Norman Hanna, of the State Department of Purchases and Supply, will visit with Mr. Branscome on February 24 to advise on the acquisition of some other control system for the Xerox equipment.

II. Sports Information

In addition to the usual activities of the Director of Sports Information, Mr. Currie has been actively involved in the development of the Lancer Club. This topic is covered in Dr. T. C. Dalton's report.

III. Publications

We are experiencing a problem with the printing of the new recruiting materials. (The purchase order to print the entire package was awarded by the State Department of Purchases and Supply to J. P. Bell Printers, of Lynchburg in early November.) To this point, J. P. Bell has been unable to come up with satisfactory color matches for three of the publications. Mr. Groneweg and others have been working with a representative of the State Purchasing Division, a representative from J. P. Bell, and Mr. Ray Teske (whose company designed the material) to resolve this situation. The viewbook is in the final stages of layout, and we should have received a proof by the time of the Board meeting. Actual on-the-press time for this piece should not exceed two weeks.

IV. Typesetting Function

Our new typesetting equipment, an IBM MagCard Composer, has been installed and the operator, Mrs. Pat Motley, has received training in its use. This composer replaces our MT/ST composer system which has not been manufactured for some years. Mrs. Motley prepares all of the copy for materials printed in the Duplicating Service Center, as well as camera ready copy for the catalogue, student handbook, and recruiting materials. The new machine enables her to process this work more quickly with less duplication of effort.

Submitted by,

J. Joe Mitchell
Director of Public Affairs

February 26, 1981

LONGWOOD COLLEGE
Farmville, VA 23901

Confidential Report

to the

Board of Visitors

May 7-8, 1981

Personnel Recommendations

Campus School

Response to Dr. Bash's Statement to the Media

1981-82 Salary Data

CONFIDENTIAL

Salary compression is a phenomenon whereby the experience component of an individual's salary is eroded by inflationary pressures. These pressures mandate increasingly higher initial salaries for new employees in order to maintain a favorable competitive edge in the recruitment of new faculty members. For example, a faculty member with 10 years of experience, initially hired at \$8,500 and currently making \$17,500, may find that a new faculty member with considerably less experience has been hired at the same salary. This situation understandably creates morale problems.

This situation has been addressed in the computation of 1981-82 salaries. Seven professors, fifteen associate professors, and six assistant professors (for a total of twenty-eight faculty members) were identified as "compressed" in this year's study. Less than one percent of the thirteen percent new salary money (\$24,650) was set aside to grant compression increments to those identified as compressed, each increment being added to the 1980-81 salary before the standard increase was calculated for each. The increments ranged in size from \$300 to \$1,100.

After adding compression increments, promotion increments (\$750 for associate professors, \$500 for assistant professors), and doctoral increments (\$500), where appropriate, salaries for 1981-82 were computed at 12.15 percent. These projected figures were shared with the appropriate supervisors, who recommended changes (increases and decreases) within the fixed sum for each department. These final figures are presented to the Board as the recommended salaries for 1981-82.

With the Board's approval, contracts will be issued on Monday, May 11. The Board is reminded that salary information is confidential until July 1, 1981, and should not be released to any outside party before that date.

Regular Session Salaries

1981-82

<u>Department of Art</u>	<u>Actual 1980-81</u>	<u>Recom. 1981-82</u>	<u>% Increase</u>
1. Baldrige, Mark S. (Associate) (T) **	\$16,850	\$20,150	19.58
2. Bishop, Barbara L. (Professor-Chairman) (T)	24,040	27,060	12.56
3. Edmonson, Randall W. (Instructor)	12,865	14,655	13.91
4. *Flynn, Elisabeth (Associate) (T)	21,200	23,830	12.41
5. Mitchell, Virginia (Assistant)	20,900	22,990	10.00
6. Springer, Homer L. (Associate) (T)	17,770	21,210	19.36
 <u>Department of Business and Economics</u>			
1. Carr, John E. III (Professor - Chairman) (T) ¹	24,450	27,420	12.15
2. Caleb, James M. (Assistant)	15,585	17,470	12.09
3. *Cristo, Anthony B. (Professor) (T)	22,430	25,140	12.08
4. *Fields, Owen F. (Assistant)	21,075	23,620	12.08
5. Gilchrist, Raymond, Jr. (Associate)	22,565	25,290	12.08
6. Hamlett, Frances N. (Assistant) (T)	17,765	19,915	12.10
7. Irby, James M., IV (Assistant)	16,570	19,135	15.48
8. Leeper, Willard G. (Associate) (T)	22,020	24,685	12.10
9. McCort, Donald G. (Assistant)	17,495	19,610	12.09
10. Measell, Richard F. (Instructor)	13,080	14,775	12.96
11. *Turna, Kuldeep S. (Assistant)	17,000	19,055	12.09
 <u>Department of Education and Psychology</u>			
1. *Arehart, John E. (Assistant) (T)	16,500	19,000	15.15
2. *Banton, Robert L. (Professor) (T)	22,200	24,895	12.14
3. *DeWitt, Charles J. (Associate) (T)	20,275	23,300	14.92
4. Elliott, George (Associate) (T)	20,490	22,900	11.76
5. *Gibbons, Robert D. (Professor) (T)	25,090	28,100	12.00
6. *Horvat, Joseph J., Jr. (Assistant)	15,260	17,600	15.33
7. *Kovacs, Louis (Associate) (T)	23,545	26,400	12.13
8. *Ra, Jung B. (Associate) (T)	20,820	24,325	16.83
9. Simmons, Betty W. (Instructor)	8,340 (2nd S)	18,700	12.11
10. Simpson, Madeline L. (Assistant)	17,440	19,185	10.00
11. *Sizemore, Ray B. (Associate) (T)	23,870	27,300	14.37
12. *Smith, Edward D. (Associate) (T)	20,010	22,400	11.94

*Doctorate
 ** (T) - Tenure
¹ Tenure subject to Board approval

Regular Session Salaries - 1981-82

(Department of Education & Psychology)	Actual 1980-81	Recom. 1981-82	% Increase
13. *Vick, Nancy J. (Assistant) (T)	\$21,035	23,550	11.96
14. Wacker, Phyllis G. (Associate) (T)	18,855	21,100	11.91
15. *Weatherly, Mark G. (Associate) (T)	21,690	25,000	15.26
16. *Woodburn, Mary S. (Associate) (T)	18,640	22,100	18.56

Department of English, Philosophy and
Foreign Languages

1. *Cook, Martha E. (Associate) (T)	18,095	20,395	12.71
2. *Craft, Carolyn M. (Professor) (T)	21,385	23,935	11.92
3. Douglas, Otis W. III (Assistant) (T)	17,005	18,970	11.56
4. *Ernouf, Anita B. (Professor) (T)	22,345	25,955	16.16
5. *Frank, William L. (Professor) (T)	31,445	35,265	12.15
6. *Hevener, Fillmer (Associate) (T)	20,385	24,095	18.20
7. *Lund, Michael C. (Assistant) (T)	17,550	19,780	12.71
8. *May, Susan H. (Professor) (T)	22,455	25,185	12.16
9. *Orth, Geoffrey C. (Assistant)	14,200	15,925	12.15
10. *Peale, John S. (Associate) (T) ¹	18,910	21,305	12.66
11. *Sedgwick, Ellery (Assistant)	13,700	15,925	16.24
12. *Silveira, Maria C. (Associate) (T)	19,355	22,605	16.79
13. *Sneller, Jo Leslie (Associate) (T)	20,165	22,615	12.15
14. **Sprague, Rosemary (Professor) (T)	28,015	31,270	11.62
15. *Stinson, Massie (Associate-Chairman) (T)	21,090	23,650	12.14
16. *Stuart, Donald C., III (Associate) (T)	20,490	22,955	12.03
17. Tinnell, Camilla C. (Instructor)	15,315	17,275	12.80
18. Woods, William C. (Assistant) (T) ¹	15,045	16,820	11.80

Department of Health, Physical Education and
Recreation

1. *Andrews, Nancy A. (Associate) (T)	17,985	22,245	23.69
2. Bedini, Leandra A. (Instructor)	12,300	13,795	12.15
3. *Bobbitt, Eleanor W. (Professor) (T)	24,000	28,360	18.17
4. *Bowman, Betty A. (Professor) (T)	23,435	27,515	17.41
5. Brasile, Francis M. (Assistant), and Director, Therapeutic Recreation Program	18,640	21,165	13.55
6. Bush, Sally C. (Assistant) (T)	16,350	18,335	12.14
7. Callaway, Carolyn R. (Assistant) (T)	16,895	19,175	13.50
8. *Graham, Gerald P. (Associate) (T)	22,235	24,935	12.14
9. Harriss, Phyllis W. (Assistant) (T)	16,895	18,585	10.00
10. *Heintz, Mary A. (Professor) (T)	27,300	30,615	12.14
11. Huffman, Anne H. (Assistant) (T)	16,460	18,100	9.96

*Doctorate

**Board of Visitors' Distinguished Professor of English

¹Tenure subject to Board approval

Regular Session Salaries ~ 1981-82(Department of Health, Physical Education
and Recreation)

	<u>Actual</u> <u>1980-81</u>	<u>Recom.</u> <u>1981-82</u>	<u>%</u> <u>Increase</u>
12. *Johnson, Judith R. (Associate) (T)	\$20,385	\$22,860	12.14
13. Neal, Nelson D. (Assistant)	16,075	18,030	12.16
14. *O'Neil, Shirley M. (Professor) (T)	27,600	30,955	12.16
15. *Smith, Barbara B. (Professor) (T)	23,435	27,515	17.41

Department of History and Government

1. Couture, Richard T. (Assistant) (T)	16,520	18,525	12.14
2. *Crowl, James (Assistant) (T)	17,400	19,850	14.08
3. *Etheridge, Elizabeth W. (Associate) (T)	21,910	24,500	11.82
4. Hall, L. Marshall, Jr. (Associate - Chair- man) (T)	22,235	24,935	12.14
5. *Harbour, William R. (Assistant) (T) ¹	15,000	16,950	13.00
6. *Helms, James M. (Professor) (T)	25,940	29,090	12.14
7. *Millar, Gilbert J. (Associate) (T)	21,475	24,025	11.87
8. *Sneller, Maurice P. (Professor) (T)	24,200	27,140	12.15

Department of Home Economics

1. Fowlkes, Melinda I. (Assistant)(T) ¹	14,230	16,060	12.86
2. *Griffith, Marguerite S. (Associate)	25,500	28,560(12 mos)	12.00
3. McCreary, Eva Jane (Associate)	21,310	24,000	12.62
4. Osborn, Marilyn W. (Assistant) (T)	17,330	19,400	11.94
5. Thompson, Ann S. (Associate - Chairman)	22,235	24,935	12.14

Department of Mathematics and Computer Science

1. *Allen, Merry Lewis (Associate-Chairman) (T)	22,235	26,170	17.70
2. *Altizer, Carol J. (Assistant)	17,000	19,075	12.21
3. Carpenter, James A. (Instructor)	11,990	13,420	11.93
4. *Hightower, William L. (Assistant)	18,500	20,960	13.30
5. *Kidder, F. Richard (Associate) (T)	20,385	22,870	12.19
6. *May, Robert D. (Assistant)	15,370	17,180	11.78
7. *Noone, E. T. (Associate) (T)	18,750	22,000	17.33
8. *Noone, Jean A. (Assistant) (T)	17,550	20,900	19.09
9. *Webber, Robert P. (Associate) (T)	18,750	21,275	13.47
10. *Wu, Robert S. (Associate) (T)	18,205	21,300	17.00

*Doctorate

¹Tenure subject to Board approval

Regular Session Salaries - 1981-82

4

Department of Music	Actual 1980-81	Recom. 1981-82	% Increase
1. *Blasch, Robert E. (Professor) (T)	21,365	25,195	17.93
2. Butler, Allen P. (Instructor)	11,800	13,220	12.03
3. *Egbert, Louard E. Jr. (Associate-Chairman)	21,370	23,965	12.14
4. Haga, Pauline B. (Assistant) (T)	19,510	21,860	12.05
5. Harbaum, Darrell G. (Associate) (T)	20,165	22,635	12.25
6. *Hesselink, Paul S. (Associate) (T)	18,530	22,015	18.81
7. Lust, Patricia D. (Assistant)	17,220	19,320	12.20
8. *Montgomery, W. Bruce (Associate) (T)	19,840	23,090	16.38
9. Myers, Frieda E. (Assistant) (T)	18,910	21,190	12.06
10. Williams, Thomas (Associate) (T)	19,295	21,660	12.26

Department of Natural Sciences

1. Austin, John M. (Associate) (T)	19,400	21,755	12.14
2. *Barber, Patrick G. (Associate)	20,750	23,470	13.11
3. *Batts, Billy S. (Associate) (T)	21,800	24,450	12.16
4. *Breil, David A. (Professor & Program Dir.) (T)	11,625 (1st S)	26,235	12.84
5. *Breil, Sandra J. (Associate) (T)	21,910	24,570	12.14
6. Curley, James W. (Assistant) (T)	17,710	19,860	12.14
7. Fawcett, Louis R. Jr. (Associate & Program Director, Physics) (T)	20,750	24,400	17.59
8. Ferguson, Lynn M. (Assistant)	14,900	17,270	15.91
9. Hardy, John A. III (Assistant) (T)	18,700	20,770	11.07
10. *Harvill, Alton M. Jr. (Professor) (T)	19,550	22,600	15.60
11. *Heinemann, Richard L. (Associate) (T)	22,345	24,800	10.99
12. *Holman, L. Jane (Professor) (T)	24,525	28,340	15.56
13. *Lane, Charles F. (Professor & Program Dir., Earth Science) (T)	30,180	33,545	11.15
14. *McCombs, Freda S. (Associate) (T)	20,980	23,530	12.15
15. *Maxwell, Maurice H. Jr. (Assistant & Program Director, Chemistry) (T)	18,310	20,535	12.15
16. *Merkle, Donald A. (Assistant) (T)	17,400	19,715	13.30
17. Meshejian, Wayne K. (Assistant) (T)	17,605	19,845	12.72
18. Rubley, Earl A. (Associate) (T)	20,385	22,860	12.14
19. *Scott, Marvin W. (Professor-Chairman) (T)	27,300	30,615	12.14
20. *Tinnell, Wayne H. (Professor) (T)	23,045	25,945	12.58

Department of Social Work

1. Allen-Bledsoe, Edna V. (Assistant)	18,400	20,635	12.15
2. Simpson-Johnson, Marilyn (Associate)	17,800	19,960	12.13
3. Stonikinis, George C. Jr. (Assistant - Chairman) (T)	17,000	19,600	15.29
4. *Young, Sarah V. (Assistant) (T)	16,600	20,015	20.57

*Doctorate

Regular Session Salaries - 1981-82

5

<u>Department of Sociology and Anthropology</u>	<u>Actual 1980-81</u>	<u>Recom. 1981-82</u>	<u>% Increase</u>
1. *Cristo, Mary G. (Associate) (T)	20,115	22,560	12.16
2. *Hlad, Lawrence G. (Assistant)	19,200	21,865	13.88
3. *Jordan, James W. (Associate)	18,600	21,075	13.31

Department of Speech and Dramatic Arts

1. *Anderson, Nancy (Assistant) (T)	17,550	20,900	19.09
2. Gamble, Richard J. (Instructor)	14,170	16,075	13.44
3. *Lockwood, Patton (Professor-Chairman) (T)	24,960	27,990	12.14
4. *Woodburn, Robert (Assistant) (T)	18,750	21,500	14.67
5. *Young, Douglas M. (Associate) (T)	18,530	20,700	11.71

Campus School

1. Banton, Carolyn R. (Instructor)	12,970	14,550	12.18
2. Dowdy, Toy D. (Assistant)	14,225	16,250	14.24
3. Gilligan, Gail L. (Assistant)	14,495	16,500	13.83
4. Groneweg, Phyllis M. (Assistant)	15,825	18,000	13.74
5. Guthrie, Derwood F. (Assistant)	18,350	20,150	9.81
6. *Howe, Rita P. (Assistant)	17,440	19,200	10.09
7. Unterzuber, Gretchen (Assistant)	16,330	18,000	10.23
8. Wacker, Mary W. (Assistant)	14,450	15,900	10.03
9. Wall, Jacqueline J. (Instructor)	13,625	15,650	14.86

Athletic Staff

1. Bolding, Charles B. (Instructor)	16,350	18,500	13.15
2. Budd, Ruth L. (Instructor)	14,705	16,600	12.89
3. Fisher, Nanette E. (Instructor)	12,250	13,740	12.16
4. *Harris, Bette (Assistant)	19,840	22,250	12.15
5. Miller, Jane (Instructor)	13,735	18,335	33.49
6. Nelson, Steve C. (Instructor)	14,000	15,700	12.14
7. Posipanko, Richard J. (Instructor)	13,625	15,280	12.15
8. Powers, Hollis (Assistant)	18,095	20,295	12.16
9. Schoepfer, Martin (Instructor)	16,350	18,335	12.14

*Doctorate

SALARY RECOMMENDATIONS - Administration¹

1981-82

Education and General

	<u>Name</u>	<u>Title</u>	<u>Actual 1980-81</u>	<u>Recom. 1981-82</u>	<u>* %</u>
1.	Boaz, Polly W.	Assistant Professor of Library Science	\$16,350	\$18,640	14.00
2.	Bollinger, Sandra A.	Registrar & Assistant Professor of Mathematics	21,000	23,650	12.61
3.	Branscome, James L.	Vice President for Finance & Associate Professor	33,000	37,010	12.15
4.	Bristol, George R.	Development Officer & Assistant Professor	28,000	31,400	12.14
5.	Buck, Crayton L.	Director of the Campus School & Professor of Education	28,015	31,450	12.26
6.	Cassel, Jeris F.	Instructor in Library Science	13,080	15,000	14.68
7.	Dollins, Mary Jo	Assistant Professor of Library Science	14,200	16,000	12.68
8.	Fallis, Androniki J.	Assistant Director of Admissions, Director of Placement, & Assistant Professor	23,110	26,015	12.57
9.	Fisher, Boyd M.	Assistant Director of Admissions & Instructor	14,715	17,500	18.93
10.	Groneweg, Gary C.	Director of Admissions, Coordinator of Financial Aid, & Assistant Professor	25,725	28,850	12.15
11.	Gussett, James C.	Assistant Dean of the College & Associate Professor of Mathematics	31,285	35,000	11.87
12.	Kidd, Cecil M.	Librarian at the Campus School & Assistant Professor	16,705	18,735 (11 mos.)	12.15
13.	Laine, Rebecca R.	Head Cataloger & Assistant Professor of Library Science	19,295	21,400	10.91
14.	Lehman, Robert H.	Dean of Continuing Studies, Administrative Assistant to the Vice President for Academic Affairs, & Associate Professor of Biology	25,395	28,580	12.54
15.	LeSturgeon, Martha H.	Director of the Library & Associate Professor of Library Science	25,940	29,310	12.99
16.	Patterson, Charles H.	Chairman of Department of Education & Psychology, Director of the Graduate Program, & Board of Visitors	37,170	41,500	11.65
17.	Pearson, Deborah	Distinguished Professor of Education Instructor in Library Science	13,300	15,100	13.53
18.	Peele, William J.	Vice President for Administration and Associate Professor of Education	35,425	39,730	12.15
19.	Salters, Leo C.	Vice President for Student Affairs & Professor	35,000	39,250	12.14

Compression increments have not been calculated for administrative positions. All administrative salaries are 12 months unless otherwise indicated.

*Calculated at 13% for 12-month librarians.

Education and General - Administration¹

			Actual	Recom.	2
	<u>Name</u>	<u>Title</u>	<u>1980-81</u>	<u>1981-82</u>	<u>%</u>
20.	Shelton, Nancy B.	Executive Director of the Alumni Association & Instructor in Sociology	\$18,640	\$20,905	12.15
21.	Swann, Ann Terrie	Administrative Assistant to the Vice President for Student Affairs & Assistant Professor	22,020	24,795	12.60
22.	Vassar, Edwin H.	Director of Student Teaching & Associate Professor of Education	30,410	34,000	11.81
23.	Wells, Carolyn	Vice President for Academic Affairs & Dean of the College & Professor of Biology	41,420	46,450	12.14

¹Compression increments have not been calculated for administrative positions.

OFFICE OF THE DIRECTOR OF CONTINUING EDUCATION
AND THE SUMMER SESSION

I. Faculty Listing and Salary Scale - Summer 1981.

The faculty listing, with salaries, for the 1981 Summer Session, is presented to the Board for its approval. Salaries do not exceed the 12.8% authorization of the current annual salary for those faculty members teaching a full summer load (six credit hours or the equivalent) each session. Attachment number one is the listing for the 1981 Summer School - First Session. Attachment number two is the listing for the 1981 Summer School - Second Session. Attachment number three is the listing for the 1981 Summer Workshops/Reading Program.

II. Off-Campus.

Three off-campus courses are being offered during the summer session. Salary authorizations for instructors of these courses is requested as indicated below:

A. Halifax County

Education 527 - Practicum in Diagnostic and Remedial Techniques in Reading. 6 credits.

Director/Instructor - Dr. Beatrice Bland \$2,900.00

B. Mecklenburg County

Psychology 622 - Psychology of Learning. 3 credits.

Instructor - Dr. Edward Smith \$1,200.00

C. Mecklenburg County

Education 549 - School-Community Relations and Drug Education. 3 credits.

Instructor - Mr. George Elliott \$1,200.00

FACULTY SALARIES - FIRST SESSION

1981 Summer Session

<u>Instructor</u>	<u>Course(s)</u>	<u>Summer Salary</u>
Altizer, Carol Jane	Mathematics 112, 124	\$2,040.00
Anderson, Nancy D.	Speech 101	1,053.00
Andrews, Nancy Ann	Physical Education 108	825.00
Austin, John M.	Science 101	1,411.00
Banton, Robert L.	Education 525, 631	2,384.00
Baynham, Thomas L.	Social Work 407	***
Breil, David	Biology 102	1,411.00
Bush, Sally C.	Physical Education 107, 115	1,650.00
Cardwell, Jerry D.	Sociology 101, Administrative Duties	2,712.00
Cassell, Jeris F.	Library Science 301	***
DeWitt, Charles J.	Education 545, Psychology 555	2,177.00
Egbert, Louard E., Jr.	Music 123, Administrative Duties	2,478.92
Frank, Angeline W.	English 101	1,085.00
Frank, William L.	English 140, Administrative Duties	3,663.00
Gamble, Richard J.	Drama 100	850.20
Gilchrist, Raymond, Jr.	Business 151, 356	2,296.00
Hall, L. Marshall., Jr.	History 121, Administrative Duties	2,500.00
Hamlett, Frances N.	Business 121, 220, 221, 222	1,816.00
Harbour, William R.	Government 215	900.00
Hevener, Fillmer, Jr.	English 163, 581	2,374.00
Hlad, Lawrence G.	Sociology 335	1,152.00
Huffman, Anne H.	Physical Education 114	825.00
Irby, James M., IV	Business 241, 351	1,698.00
Jordan, James W.	Anthropology 495, 595	1,448.00
Lane, Charles F.	Geography 201	1,058.00
Leeper, Willard G.	Business 322	1,121.00
Lockwood, Patton	Administrative Duties	1,497.60
Maxwell, Maurice H., Jr.	Chemistry 101	1,411.00
McHenry, Roger W., Capt.	Military Science 101, 102, 201, 202, 304	***
Merkle, Donald A.	Biology 206	1,411.00
Meshejian, Wayne K.	Physics 101	1,411.00
Millar, Gilbert J.	History 111, 351	2,450.00
Patterson, Charles H.	Psychology 240, Administrative Duties	***
Peale, John S.	Philosophy 200, 305	2,203.00
Scott, Marvin W.	Biology 371, Administrative Duties	1,411.00
Silliman, James G.	Art 155	960.00
Silveria, Maria C.	English 160	1,137.00
Simpson, Madeline L.	Psychology 132, 521	1,873.00
Simpson-Johnson, Marilyn	Social Work 339, 340	*
Sizemore, Ray B.	Education 455, 542, 543	2,563.00
Stonikinis, George C., Jr.	Social Work 240, 320, 339, 340, 400 401, 404	1,380.00
Vassar, Edwin H.	Education 404, 405	***

FACULTY SALARIES - FIRST SESSION

1981 Summer Session
(Continued)

<u>Instructor</u>	<u>Course(s)</u>	<u>Summer Salary</u>
Vick, Nancy J.	Education 547, Administrative Duties	\$2,259.00
Wacker, Phyllis	Psychology 359, Education 681	2,025.00
Wu, Robert S.	Mathematics 114, 161	2,184.60
O'Neil, Shirley	Administrative Duties	1,656.00
Carr, John	Administrative Duties	1,467.00
Thompson, Ann Sloan	Administrative Duties	1,234.00
Brasile, Frank	Recreation 380, 499	**
Bedini, Leandra	Recreation 380	**
Cunningham, Peter	Recreation 380	**
Bishop, Barbara	Administrative Duties	1,442.40

* 1 percent of current salary per student (not to exceed 8%) based upon class enrollment. A contract will be issued for precise amount of salary following initial registration June 1.

**1 percent of current salary (not to exceed 12%). Final contracts will be issued upon the registration of Recreation 380 and 499 and no later than June 1.

***12 month employees.

FACULTY SALARIES - SECOND SESSION

1981 Summer Session

<u>Instructor</u>	<u>Course(s)</u>	<u>Summer Salary</u>
Allen, Merry Lewis	Mathematics 111, Administrative Duties	\$2,668.20
Arenhart, John E.	Education 455, Psychology 250	1,772.00
Caleb, James H.	Business 228, 328	1,598.00
Callaway, Carolyn R.	Physical Education 110	825.00
Carpenter, James A.	Mathematics 111, 113	1,439.30
Couture, Richard T.	History 112, 122	1,980.00
Curley, James W.	Physical Science 102	1,411.00
Dollins, Mary Jo	Library Science 302	**
Elliott, George P.	Education 453, 454, 540	2,200.00
Fields, Owen F.	Business 121, 221, 222, 252	2,148.00
Fowlkes, Melinda I.	Home Economics 428	*
Gibbons, Robert D.	Education 429, 530	2,695.00
Haga, Pauline B.	Music 340	1,014.52
Harbour, William R.	Government 216	900.00
Hardy, John A., III	Chemistry 102	1,411.00
Harris, Bette L.	Physical Education 114	825.00
Heinemann, Richard L.	Biology 103	1,411.00
Hlad, Lawrence G.	Sociology 101	1,152.00
Holman, L. Jane	Biology 207	1,411.00
Horvat, Joseph J., Jr.	Psychology 356, 523	1,639.00
Irby, James M.	Business 242, 352	1,698.00
Jordan, James W.	Anthropology 495, 595	1,448.00
Kovacs, Louis	Education 620, 675	2,528.00
McCreary, Eva Jane	Home Economics 235	1,182.00
McHenry, Roger W.	Military Science 102, 202, 205, 305, 101, and 201	**
Neshejian, Wayne K.	Physics 102	1,411.00
Neal, Nelson D.	Physical Education 107	825.00
Nelson, Steve C.	Physical Education 124	825.00
Noblitt, Mary J.	Business 259	900.00
Powers, Hollis W.	Health Education 336	1,085.70
Silliman, James G.	Education 571	960.00
Smith, Edward D.	Psychology 131, 622	2,149.00
Stinson, Massie C., Jr.	English 280, Administrative Duties	2,456.00
Stonikinis, George C., Jr.	Social Work 415, 427, Administrative Duties	1,020.00
Tinnell, Camilla C.	English 100, 282	1,784.00
Tinnell, Wayne H.	Biology 101	1,411.00
Turna, Kuldeep S.	Economics 202, 231	908.00
Vest, Quentin	English 141, 532	2,298.00
Wall, Jacqueline J.	Art 541	817.50
Weatherly, Mark G.	Education 505, 610	2,330.00
Wu, Robert S.	Mathematics 162	1,092.30
Young, Douglas M.	Speech 101	1,111.80
Ryland, Elizabeth	Business 152, 257	1,250.00

*1 percent of current salary per student (not to exceed 2%) based upon class enrollment. A contract will be issued for precise amount of salary following initial registration July 6.

**12 month employees.

SUMMER WORKSHOPS

1981 Summer Session

Library Science 502	Contemporary Library Media Center Operations and Practices. 3 credits. DIRECTOR: Mrs. Martha LeStourgeon (June 22-26)	*
Music 101	Music Theory Fundamentals 2 credits. DIRECTOR: Dr. Louard Egbert (July 6-11)	\$ 854.80
Chemistry 671	Safety in the Chemical Laboratory. 2 credits DIRECTOR: Dr. Patrick Barber (June 16-19)	\$ 830.00
Business 564	Advanced Competency-Based Instruction-Evaluation. 3 credits DIRECTOR: Mrs. Mary Noblitt (June 15-19)	*
Business 565	Office Systems: The Office of the Future. 3 credits. DIRECTOR: Mrs. Mary Noblitt (June 22-26)	*
Education 595	Teaching with the Newspaper Workshop. 3 credits. DIRECTOR: Mrs. Phyllis Groneweg (July 12-17)	\$ 946.50
Art 320-321	Survey of Western Art in Europe. 6 credits. INSTRUCTOR: Dr. Elisabeth Flynn (June 15-July 31)	\$2,544.00
Art 620, 403	Papermaking Workshop. 3 credits. INSTRUCTORS: Mr. Homer Springer Miss Barbara Bishop (June 22-July 3)	\$ 550.00 \$ 550.00
Art 620, 213, 412	Raku Workshop. 3 credits INSTRUCTOR: Mr. Randall Edmonson (July 6-17)	\$ 772.00
Art 620, 413	Centrifugal and Vacuum-Assist Casting Workshop. 3 credits INSTRUCTOR: Mr. Mark Baldrige (July 20-31)	\$1,011.00

Auxiliary Enterprises - Administration¹

<u>Name</u>	<u>Title</u>	Actual 1980-81	Recom. 1981-82	<u>3</u> <u>8</u>
1. Cox, Jennings G.	Director of Counseling Services & Associate Professor	\$21,000	\$23,550	12.14
2. Currie, W. Hoke, Jr.	Sports Information Director & Instructor	17,165	19,250	12.15
3. Dent, I. B.	Director of Student Activities & Assistant Professor of Geography	18,860	21,150	12.14
4. Hodges, Carolyn V.	Athletic Director (Women's) & Assistant Professor of Health & Physical Education	23,435	26,400	12.65
5. Nanzig, Thomas P.	Director of Housing & Assistant Professor	16,570	18,585	12.16

¹Compression increments have not been calculated for administrative positions.

SUMMER WORKSHOPS

1981 Summer Session
(Continued)

Earth Science 503	Environmental Education - Course for Virginia Teachers. 3 credits. DIRECTOR: Dr. Robert H. Lehman (June 16-July 3)	*
English-History 433 , and 400	Irish Summer Workshop. 3 credits. INSTRUCTOR: Dr. Donald C. Stuart (June 20-July 11)	\$1,229.40

SUMMER READING PROGRAM

1981 Summer Session

Education 526	Techniques in Diagnosis and Remedial Reading Methods. 3 credits. INSTRUCTOR: Dr. Mary J. Woodburn	
Education 527	Practicum in Diagnosis and Remedial Techniques in Reading. 6 credits. INSTRUCTOR: Dr. Mary J. Woodburn	\$3,685.00

*12 month employees. Budgets have been developed to pay consultants to help the instructors with these programs.

Office of the Summer Sessions
April 6, 1981

CAMPUS SCHOOL UPDATE

Full funding was secured for the Campus School for 1981-82. However, language was adopted during the last legislative session stating the policy that no General Fund support will be provided for the Campus School after June 30, 1982.

Alternative funding plans for the Campus School must be explored diligently, therefore, and a decision made no later than November, 1981, concerning its future. The College's position has remained unchanged, that is, that the Campus School is an invaluable and necessary part of our teacher preparation program, that the loss of this facility for the K-7 pre-student teaching observation/participation experiences would be devastating to that program, and that every effort must be made to retain the facility.

Several factors merit consideration:

1. Initiating of an academic support fee for all college students to maintain the school. Discussions with Secretary Gilley and other State officials indicate that this is a permissible option if the school is operated as an auxiliary enterprise.
2. Charging tuition for the pupils at the Campus School. A preliminary survey of parents indicates that \$500 is probably the maximum amount that could be charged.
3. Reviewing current expenditures in terms of possible reductions and eliminations.
4. Establishing at least one class of special education students, thus making the school eligible for State funding for special education. Work with a study committee on special education needs for the counties of Prince Edward, Cumberland, Buckingham, Nottoway, Amelia, Mecklenburg, and Lunenburg indicate the Campus School might well serve as a regional center for emotionally disturbed students from these counties. Tentative plans to affiliate with the Southside Special Education Consortium to facilitate this end are under study.

Two notes of caution also must be sounded. The initiation of a college-wide support fee must be carefully considered in light of the total college fee structure. Secondly, any tuition plan must not result in the loss of minority students.

CONFIDENTIAL

LONGWOOD COLLEGE
Farmville, Virginia

April 29, 1981

TO: Board of Visitors

FROM: Ad Hoc Committee

SUBJECT: Responses to Dr. Ron Bash's Undated Memorandum to the Media

The ad hoc committee appointed by Dr. Greenwood (Mr. Hoke Currie, Sports Information Director; Dr. T. C. Dalton, Administrative Assistant to the President; Mr. Gary Groneweg, Director of Admissions; Ms. Carolyn Hodges, Director of Women's Athletics; and Mr. Martin Schoepfer, Interim Head Men's Basketball Coach) has researched the circumstances surrounding the statements made by Dr. Bash and has concurred on the following responses. The work of the committee was reviewed by Dr. Henry Willett and Dr. Carolyn Wells. Statements from Dr. Bash's memorandum were analyzed item by item and are designated in the following document by (RB). The committee's responses to these statements are labeled (C). Whenever possible, factual information was provided to substantiate the committee's responses.

- (RB) "My first day on the job at Longwood College began my 'alienation'. The struggling men's athletic program needed the help and cooperation of the existing Intercollegiate Athletic Council (IAC), the faculty and staff, the student body, and above all the support of the administration. All four areas were to play a major role in the development and ultimate alienation of the men's basketball program."
- (C) Problems did began to surface soon after Dr. Bash arrived at Longwood. Complaints primarily concerned his abrasiveness and unreasonableness with those persons with whom he worked and had contact. The men's athletic program was not considered by the College as "struggling" during 1978 when Dr. Bash was hired. We were quite proud of the accomplishments of our male athletes who were competing in a program that was less than two years old.
- (RB) "The women's athletic program (12 sports) was rich in tradition and had a long history of success. The men's program (5 sports) was the 'laughing stock' of the state in Virginia. Their scoreboard showed humiliating losses to Hampden-Sydney in basketball (a 72 point loss to their J.V. team); in baseball (38-2); and in soccer (10-0). Everyone sought to add Longwood to their schedules. I was hired to change that image."
- (C) The women's athletic program, during 1977-78, was rich in tradition and had enjoyed success. There were 10 women's teams (not 12): basketball, fencing, field hockey, golf, gymnastics, lacrosse, riding, swimming, tennis, and volleyball; five men's teams: baseball, basketball, fencing, golf, and soccer; and one coed team, archery. The scores that Dr. Bash reported were from contests played during the first year of those programs when no effort had been made to recruit male student-athletes.

CONFIDENTIAL

During 1977-78, the year prior to Dr. Bash's arrival at Longwood, the men's basketball team's record was 8-16, and the soccer team was 3-6-1. Participants on these two teams were primarily freshmen; therefore, we were optimistic about the immediate future of our men's athletic program. Longwood-Hampden-Sydney scores were recorded as follows:

	<u>Baseball</u>	<u>Soccer</u>	<u>Basketball</u>
1977-78	1-25 0-11	9-0	132-59
1978-79	8-7 6-0		
1979-80	11-5 17-10		

- (RB) "Thus the battle began. Something had to give. We needed parity and fought aggressively for equal opportunity for men. Three years and many verbal battles later, the word parity is still foreign to the Longwood vocabulary."
- (C) The number of men enrolled at Longwood has increased during each of the past four years. During 1977-78 when approximately 13% of our undergraduate students were male, there were 5 men's teams, 10 women's teams and 1 coed team (archery). During 1980-81 approximately 25% of our undergraduates are male. There are 6 intercollegiate athletic teams for men, 8 for women, and 1 coed (riding). Men have had and are enjoying at least equal opportunity for athletic involvement.
- (RB) "Some of these inequities that still exist today are: (1) Why are there 4 women's teams receiving scholarships and only 1 men's team"?
- (C) 1. The reason that 4 women's teams are receiving athletic scholarships and only 1 men's team is receiving athletic scholarships are as follows:
- a. A decision to offer athletic scholarships to women was made over five years ago during a period in which Longwood was a "women's college" and our traditional rivals were beginning to give women athletic scholarships.
 - b. It was IAC's objective for teams to remain competitive with those traditional opponents. An additional factor in the decision making process was uncertainty of the future of golf and gymnastics if scholarships were not awarded to those teams. Existing golf and gymnastics teams within a reasonable travel distance from Longwood were beginning to offer scholarships. The only other available opponents were club teams and teams which frequently would not compete because there were not enough team members.

- c. When men's athletics were initiated, we were NCAA Division III members, which prohibited the awarding of athletic scholarships. We remained members of Division III for two years.
- d. We started a program of scholarships for male basketball players during 1980-81 at the recommendation of Dr. Bash and to continue a process of complying with Title IX.
- e. Title IX does not address the issue of number of teams that receive athletic scholarship aid - only the amounts of monies made available to men and women in the intercollegiate athletic program(s).
- f. After financial considerations, the decision concerning the number of men's teams and women's teams receiving athletic scholarship assistance is philosophical in nature. An Intercollegiate Athletic Council has appointed a committee to study the total scholarship program so that the route we ultimately follow will be financially reasonable and will continue to comply with Title IX regulations.

(RB) "2. Why are women's athletic teams allowed to have J.V. squads but not the men's athletic teams?"

- (C) 2. a. There was a men's junior varsity basketball team during 1980-81 and IAC has appropriated monies for the 1981-82 year.
- b. The women's field hockey and lacrosse teams divide their team into two squads, a varsity squad and a J.V. squad. Each team has approximately 30 members. If we fielded only varsity teams in these programs, at least 25 participants would be needed for each program. Thus, with 5 extra participants and minimal expense, a large number of athletes gain playing time. One coach is required in each case. Varsity and J.V. games are played back-to-back against the respective varsity and J.V. squads from the opposing team. Field hockey and lacrosse programs have followed this general procedure for 15-20 years.
- c. No team other than men's basketball has requested the approval of a J.V. squad.

(RB) "3. Why has a four year plan for the allocation of women's scholarships been approved and the proposed plan for men's scholarships been tabled for over two years?"

(C) 3. Due to the philosophical and monetary implications of the athletic scholarship program, a committee has been appointed by IAC to study the entire athletic scholarship question.

(RB) "4. Why are 100% of the women's indoor sports teams assigned to the new gym (Lancer Hall) and only 33% of men's indoor sports teams assigned to Lancer Hall?"

4. Volleyball season is almost completed before the basketball and gymnastics practice seasons begin. Therefore, volleyball practices and games are held in Lancer Hall. Daily practice sessions and games (meets) for men's basketball, women's basketball, and gymnastics, all of which are high intensity sports, are rotated in Lancer Hall. When any of these three teams are not having practice, men's J.V. basketball may use their vacated practice time. Men's junior varsity basketball games and wrestling matches are held in Lancer Hall. To add additional team practices to the Lancer Hall schedule would result in a 9:30-11:30 p.m. practice time and the exclusion of intramural activities from Lancer Hall.

(RB) "5. Why is scholarship money being allocated in the ratio of 64% to women and 36% to men in direct violation to the mandate of Title IX? Title IX states scholarship monies are to be divided in the same proportions as the numbers of participants. Longwood currently has 53% women participants and 48% men participants."

(C) 5. The statement by Dr. Bash that the College is in direct violation of Title IX is, in our opinion, incorrect. Title IX states, "The amount of scholarship assistance provided to male and female athletes as a group (must be) is substantially proportionate to their ratio of participation in intercollegiate athletics. Title IX interpretations clearly state that an institution has the flexibility of making reasonable professional decisions regarding the development of a program.

By using the lists provided by coaches of men's and women's teams indicating the individuals who had participated in athletics sufficiently to be considered either a first year, a second year, a third year, or a fourth year participant (for award purposes), the male-female ratio is:

	Head Count	Percentage	IAC Scholarship Budget	Percentage	Actual Scholarship Expenditure	Percentage
Women	132	57.4	\$40,140	63.6	\$35,068	66.9
Men	<u>98</u>	<u>42.6</u>	<u>23,000</u>	<u>36.4</u>	<u>17,336</u>	<u>33.1</u>
Total	230	100.0	\$63,140	100.0	\$52,404	100.0

(RB) "6. Why is Lancer Club booster money for scholarships allocated in the ratio of 64% to women and 36% to men?"

(C) 6. IAC action 10/30/80 specified that "monies raised for athletic scholarships be divided by percentage in proportion to the number of participants in the men's and women's athletic program." In addition, Title IX regulations apply to all monies used for scholarships regardless of the source of revenue.

CONFIDENTIAL

- (RB) "7. Why are the monies from ticket sales (gate receipts) given 64% to women and 36% to men when in fact more spectators attended one men's basketball game than all the women's home games combined?"
- (C) 7. Thirty percent of the profit from ticket sales was retained by the soccer team which sold the tickets. The remaining profits will be used for athletic scholarships (IAC action 10/30/80). Again, Title IX regulations apply to all monies used for scholarships regardless of the source of revenue. Dr. Bash appears to be suggesting that gate receipts from men's basketball be used only for men's basketball. This is contrary to the policy of IAC. His statement, "more spectators attended one men's basketball game than all the women's home games combined," is highly questionable.
- (RB) "In spite of all these inequities, men's soccer, baseball and basketball teams were more than equal to the test. In two years the men's athletic program progressed in soccer from 0-14 to 9-7, in baseball from 0-13 to 19-11 and in basketball from 8-16 to 28-3. Athletics for men were dominating the press and became too visible. Complaints from numerous factions surfaced, thus continued the alienation."

- (C) 1. The subject of inequities has been previously addressed.
2. Team records for the year 1976-77 through 1980-81 are designated below:

	<u>Baseball</u>	<u>Soccer</u>	<u>Basketball</u>
1976-77			2-12
1977-78	0-13	3-6-1	8-16
1978-79	16-12	0-14	19-8
1979-80	19-11	4-10-1	28-3
1980-81	23-13 (incomplete)	9-7	19-9

3. It was IAC's and the administration's intent to promote men's athletics which, in turn, would assist the College in its endeavor to publicize Longwood's coeducational status.
4. The committee is not aware of complaints specifically related to male dominated press or excessive visibility of the men's athletics.

CONFIDENTIAL

6

- (RB) "Most of the concerns and resentments of the women's athletic department, anti-athletic faculty and students centered around the actions that the administration initiated to produce an 'instant winner' and to change the 'losers image' of the men's program. The objective of the administration was to create a positive image that would increase male visibility throughout the state and increase male admission applications at the former girls' college."
- (C) Dr. Bash's statement, "...actions that the administration initiated to produce an 'instant winner' and to change the 'losers image' of the men's program," is misleading. We were quite pleased with the progress of the new program prior to Dr. Bash's arrival. It has always been the objective of the "administration" and others to provide athletic opportunities for the student body and to create a positive image for the institution.
- (RB) "Willett and Dalton were directly responsible for approving the following:
1. Raising the basketball budget from \$3,900 (upon my arrival in 1978) to the current \$54,200 during 1980-81. This included \$31,200 for operations and \$23,000 for scholarships."
- (C) 1. IAC approved a 1980-81 base operational budget of \$22,000 and a scholarship budget of \$23,000. This committee is unsure of how Dr. Bash arrived at a \$31,200 operations budget.
- (RB) "2. Approving the basketball trip to Alaska (contracted in 1979) was an excellent recruiting tool for the college and as a great educational experience for the athletes. The University of Alaska guaranteed Longwood \$8,500 to cover travel expenses. This seldom publicized fact obviously caused myriad misunderstandings within the college community."
- (C) 2. As reported to IAC (1/27/81) by Dr. Bash, the Alaska trip cost \$10,605.39 of which \$8,500 was recovered by game guarantees.
- (RB) "Approving the 'special admission' of athletes who couldn't come close to meeting the regular admission standards of the college. In the Richmond Times Dispatch article on February 8 regarding academic admission of athletes to Longwood, T. C. Dalton is quoted as follows: 'People say we must be letting anybody in, but that just is not true. We have an 800 minimum S.A.T., requirement or if they're low, you must be in the top half of your class. We have no special program for athletes to get in.'"
- (C) Dr. Willett, in his capacity as President, regularly reviews appeals to admission decisions. The appeal process is not designed to accommodate any particular group or activity. A procedure of appeal should not be construed to mean a change or reduction in the admission criteria for an institution.

Longwood College has no differential admissions program for student-athletes. It has had for several years a formalized system of admissions appeals which may be initiated from any one of a number of sources. Attached is a complete list of admissions appealed decisions for the past two years, that period of time for which complete records have been kept. In order to insure the privacy of the individual students, specific names are not included.

Longwood, like a vast majority of other institutions, has an admissions system which is flexible. Strengths in one area may serve as compensation for another. Fundamentally, the Admissions Office has operated on the basis of 800 minimum S.A.T. score and top half of the graduating class in terms of class rank. In regard to the latter, however, it should be noted that for 1979-80, 20.7% of the students came from the lower half of their class, and in 1980-81, 17.5%. Obviously data is not available for the upcoming year.

- (RB) "If that is the case, why did Willett and Dalton approve the 'special admission' of numerous athletes that had:
1. Total S.A.T. scores ranging from 510-580?"
- (C) 1. According to Mr. Groneweg, four appeal decisions have been approved in the 510-580 range (510, 530, 540, 580) prior to the more formal appeal procedures initiated in 1980-81.
- (RB) "2. S.A.T. verbal scores of 220."
"3. S.A.T. math scores of 230."
- (C) 2. and 3. According to Mr. Groneweg, one freshman appeal was approved with a verbal score of 220 and the lowest math score approved was 270 for another student.
- (RB) "4. Class rankings in the bottom half."
- (C) 4. Using the regular admissions scale, a number of students are admitted each year by the admission committee who are not in the top half of their class. During 1978-79, 22.6% were in this category. These figures for the last two years are: 1979-80 - 20.7%, and 1980-81 - 17.5%. (These figures have been included in statistical analysis submitted to Dr. Peele in the Admissions portion of the July Board Reports.)
- (RB) "5. High school academic averages in the 60's."
- (C) 5. In the appeals procedure, we examine class rank rather than academic averages. According to Mr. Groneweg, three students with high school averages in the 60's have been approved in the appeal process. This average placed all three students in the D range on a 4-point scale. All of these students were graduated from their respective high schools.
- (RB) "6. Unofficial and incomplete college transcripts."
- (C) 6. According to Mr. Groneweg, two appeal approvals fall in the category of unofficial and incomplete college transcripts. Both of these students had taken one class for one quarter at a community college. The grades were taken by phone from the school involved before the appeal decision.

(RB) "7. One athlete whose high school transcripts were so poor (over 25 failures) that he did not even graduate from high school."

(C) 7. If our identification of this student is accurate, the individual did not complete the application process, therefore, was not considered for admissions.

(RB) "As a direct result of the above actions, criticisms of President Willett, athletes in general and the 'black basketball team' representing Longwood College flourished on campus."

(C) There have been some criticisms of President Willett, Longwood College, the admissions committee and the Admissions Office with regard to the appeal process. The majority of this criticism, however, surrounded the students' academic credentials rather than their ethnic background.

To the best of our knowledge, the ethnic background for approved appeals for athletes for 1980-81 is as follows:

Male, Caucasian	- 4
Male, Black	- 3
Female - Caucasian	- 2

(RB) "The final alienation between myself and my former #1 supporter (Henry Willett) came with the announcement of the President's forced resignation in 1980. Do they (Willett and Dalton) hold me personally responsible for the forced resignation? Is that why the administration began a campaign to undermine the power of the men's athletic program and basketball in particular?"

(C) President Willett's voluntary resignation took place approximately seven months before the decision was made not to rehire Dr. Bash. President Willett has indicated that, based on his performance, Dr. Bash would not be rehired regardless of whether or not he, President Willett, remained at the College.

(RB) "At a January meeting of the men's athletic coaches to discuss the gigantic budgetary problems facing our program, I discussed the severe inequities in the men's and women's athletic programs. Unable to make headway with the IAC (budget approval committee), I suggested that we seek outside legal help as a last resort to bring parity to the total program."

(C) (Dr. Dalton's response) "I was not present and have no knowledge of what took place at this meeting. However, I later called a meeting of male coaches to discuss their budget. At this meeting, Dr. Bash made a statement regarding something that he said at the January meeting, and at which time, another male coach replied to Dr. Bash, 'That's a lie.'"

- (RB) "At this meeting, I reminded all coaches of Dalton's threat, 'If anyone contacts the Title IX authorities,' that Dalton would 'have his job so fast it would make his head spin.'"
- (C) Dr. Dalton denies having made this statement to Dr. Bash or anyone else.
- (RB) "I asked a fellow coach to make an anonymous call (not to give the name of the college, but only give the facts as they pertain) to the 'hot line'. This coach was told 'we were in direct violation of the Title IX regulations.' Shortly thereafter word leaked out to Dalton from one of the coaches that I blew the whistle on Longwood. This challenge of authority obviously irked Willett and Dalton to the fullest."
- (C) Dr. Willett and Dr. Dalton had no knowledge of this phone call until we received Dr. Bash's statement. Further investigation of the figures presented to NCAA were at variance to the facts.
- (RB) "Is Willett's and Dalton's inability to answer my probing questions regarding financial accountability another source of alienation?"
- (C) According to Dr. Willett, Dr. Bash has never raised any question of a financial nature.
- (RB) "Why did Dalton tell the Board of Visitors on 3/6/81 in reply to the question of how the scholarship dollars being divided for men and women, that 'they were being divided at the ratio of 55% to women and 45% to men,' when the facts show that \$48,000 for women's scholarships represent 64% to the \$27,000 for men or 36%."
- (C) Dr. Dalton replied that he remembered Mr. Page's question at the March 6, 1981, Board meeting, but does not remember his reply or thought processes at the time. The IAC was in the process of developing the 1981-82 budget at that time.
- (RB) "Why have University officials refused to acknowledge the fact that contributions were made to the Foundation restricted for men's basketball last year (79-80) but never reported when there is documented evidence (canceled checks) to substantiate this claim? Where is the money?"
- (C) On March 19, 1981, Dr. Bash was notified that there was a \$210 balance in the "Fast Break Club account" (restricted Foundation account). He was instructed to submit invoices for the expenditure of these funds.

- (RB) "Why did Dalton who was responsible for the administration of ticket sales at the NCAA quarter final game last March at Hampden-Sydney College only report the sale of 800 plus tickets at \$3.00 each to the NCAA comptroller when in fact the attendance was estimated at over 2,000 spectators? What happened to the money?"
- (C) (Dr. Dalton's response) In his capacity as Director of Athletics, Dr. Bash appointed Coach Rich Posipanko to be responsible for the printing and selling of the tickets for this specific playoff game. He requested that Dr. Dalton oversee the total operation of the game. Ordinarily, these would be the responsibilities of the Director of Athletics; however, it would have been impossible for Dr. Bash to prepare the team and oversee the operation of the game.

The financial records show that 902 tickets were sold for the playoff game that was played in Hampden-Sydney's athletic facility. This was the number reported to NCAA. All unsold tickets, financial records and correspondences are on file at the College.

Mr. Bobby Saylor, Director of the athletic facility and Assistant Director of Athletics at Hampden-Sydney was the liaison person between Hampden-Sydney and Longwood for this specific project. Mr. Saylor hired Hampden-Sydney students as ticket sellers and ticket takers and also hired security personnel for that evening.

When the monies for ticket sales were given to the Business Office, we were surprised at how few tickets were sold (902) after seeing what appeared to be more people at the game than were reflected by ticket sales. During the week following the game, Dr. Dalton discussed this several times with Posipanko, Saylor, and Bash. Posipanko stated that the numbers on the tickets showed the specific number of tickets sold (902). Mr. Saylor talked with his workers and they assured him that only persons with tickets were admitted. Thus, we were unable to resolve what appeared to be a difference in the number of tickets sold and the number of people attending the game.

- (RB) "I was told emphatically by Willett and Dalton on numerous occasions that 'I had a lifetime job with Longwood even though no multi-year contracts are awarded by the college. That verbal agreement obviously went out the window when Willett was forced to resign and Dalton found himself in desperate need of a job.'"
- (C) Dr. Bash repeatedly asked the President to recommend a multi-year contract for him. Dr. Willett refused to make such a recommendation on the basis that no staff members at the College had such a contractual arrangement.
- (RB) "When I asked the President on March 10th for the reason why my contract was not being renewed, I was told by Willett, 'I don't have to give you any reason, I'm the President.'"
- (C) Both Dr. Willett and Dr. Dalton, who was present during the meeting, indicated that the above statement was not made.

- (RB) "Why did Willett and Dalton offer me a positive verbal and written recommendation if I resigned, but 'blackball' my attempts in seeking future employment with other college officials after I refused to lie about my dismissal?"
- (C) Following discussion with the Board of Visitors, Dr. Bash was called in by Dr. Willett, and Dr. Dalton indicated to Dr. Bash he would not be offered a contract for next year. As is customary in cases of this type, he was given the opportunity to resign. Dr. Bash indicated that he probably would resign but he would like to delay an announcement of his resigning in order that he could begin looking for another position. This was agreed to provided that this was maintained on a confidential basis. Within several days, however, it became readily apparent that Dr. Bash had told a large number of people that he was not being rehired. It was ultimately in the headlines of the Farmville Herald, raising the question as to whether or not he would be replaced. In light of the public knowledge of the situation, Dr. Bash was called back in and again given the opportunity of (a) announcing his resignation, or (b) having a public release given to the press, indicating that he would not be rehired. Dr. Bash refused to resign at that point, and, therefore, a formal public announcement was made.

A search committee member at Belmont Abbey called Dr. Dalton and stated that he had just heard that Dr. Bash's contract would not be renewed at Longwood and asked if this was correct. Dr. Dalton stated that it was correct. He notified Dr. Bash that this had transpired. Other than that one occasion, Dr. Dalton has not been contacted by any of Dr. Bash's prospective employers. Dr. Willett has not been contacted by any of Dr. Bash's prospective employers.

- (RB) "Is Willett's intention to sacrifice me and replace me with his long time administrative assistant, Dalton, a token of appreciation of 12 faithful years of service or does Willett just need a 'scapegoat' for his obvious failures?"
- (C) Dr. Dalton is not under consideration for the Athletic Director's position.
- (RB) "Subject: Added Facts 'From the penthouse to the poor house'"

1. The NCAA is currently investigating numerous violations in the Longwood Athletic program and it appears fairly certain that the NCAA will place Longwood on probation for a minimum of one or two years beginning this fall."

- (C) 1. Dr. Bash originally tried to notify the NCAA by writing them a letter, mailing it to a former player who once worked with the team as a student assistant coach (first semester 1980-81) asking him to sign it and mail it to the NCAA. The former student told Dr. Bash that he would not because not all the allegations were true. According to the Lynchburg News & Daily Advance, Dr. Bash notified the NCAA himself. David Berst, Chairman of Enforcement Division of NCAA, was contacted by Longwood College on Friday, April 17, 1981 and told if there were any reports of NCAA violations, that Longwood College would cooperate completely.

- (RB) "2. Several members of the current basketball team have contacted other colleges, received full scholarships, and have indicated that they will transfer this spring."
- (C) 2. Only two players have expressed an interest in leaving Longwood College. Neither case is basketball-related. Both have personal problems with which they must deal. One of these players has told Mr. Schoepfer that he would like to come back if he can work out his problem. All of the rest of the players have stated to Mr. Schoepfer that they plan to return.
- (RB) "3. Players signed to full basketball scholarships by Bash to attend Longwood next year have now decided not to attend Longwood."
- (C) 3. Before offering any financial assistance to prospective basketball players, Dr. Bash was required by IAC to discuss it with Dr. Dalton. Dr. Dalton did not discuss any scholarship offers before Bash left.
- (RB) "4. The Division I teams that had agreed to play Longwood next season have officially canceled their games with the Lancers. They are Virginia Tech, Rider, Navy, and Howard."
- (C) 4. Our games against Virginia Tech and Rider were canceled. We are unsure who initiated the cancellation. The game against Navy has not been canceled; in fact, a signed contract has been received and a public announcement has been made. The game against Howard was canceled. According to the Howard coach, Dr. Bash initiated the cancellation.
- (RB) "The elimination from the 81-82 schedule of quality Division II teams like August U.M.B.C., Maryland-Eastern Shore, Bryant, Central Connecticut, Quinnipiac, Alaska, Salem, E. Stroudsburg, N.C. Central and Division I Howard and replacing them with teams like Atlantic Christian (twice), Johnson State, Clinch Valley, Southwestern, Lincoln Shaw, Baptist Bible, Friendship (twice), and Rutgers of Camden clearly demonstrates the negative direction the basketball program is taking."
- (C) Of the "quality" Division II teams that Dr. Bash lists for the 1980-81 schedule, we did not play U.M.B.C. or Augusta College. It was also decided during the season that we would not continue to play Salem College, North Carolina Central, or Maryland-Eastern Shore in the future. Of the replacement teams listed by Dr. Bash, we are not scheduled to play Baptist Bible or Clinch Valley. Of the remaining schools, Dr. Bash himself scheduled Friendship, Lincoln, Johnson State and Rutgers-Camden.
- (RB) "The men's basketball budget is being cut \$6,000 from its 81-82 request, while at the same time, the other 5 men's teams show an increase of 51%. No athletic team will be able to schedule more games in 81-82 than they had scheduled during 80-81. Eight varsity teams will be restricted to one over-night trip and no travel outside the state of Virginia."

CONFIDENTIAL

13

- (C) No men's teams or women's teams (except tennis) were funded at the level requested by the teams' coaches. The IAC has discussed reducing out-of-state and overnight travel of the athletic teams in order to control the costs of athletics.
- (RB) "The Office of Civil Rights is investigating formal complaints filed against Longwood College for infractions of sex discrimination pertaining to Title IX legislation."
- (C) We have not been contacted by the Office of Civil Rights.
- (RB) "The ultimate clue will come soon if Longwood fails to hire a proven coach with an outstanding record on the college level. This will confirm the philosophy of just what direction the basketball program will have in the future."
- (C) This statement appears to be an attempt to reduce the possibility of Assistant Coach, Mo Schoepfer, being appointed Head Coach. Mr. Schoepfer's colleagues at the NCAA national tournament indicated to him that Dr. Bash told many coaches at the coaches' convention in Philadelphia that the vacancy was closed that "Schoepfer had been chosen."
- (RB) "It all fits the pattern -- a sad pattern of de-emphasis and the end of Longwood as a basketball power. Why did it happen? How did it happen?"
- (C) We are not aware of any attempt to de-emphasize the men's basketball program.

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ADMISSIONS INFORMATION

Longwood College has no differential admissions program for student-athletes. It has had for several years a formalized system of admissions appeals which may be initiated from any one of a number of sources. Attached is a complete list of admissions appealed decisions for the past two years, that period of time for which complete records have been kept. In order to insure the privacy of the individual students, specific names are not included.

Longwood, like a vast majority of other institutions, has an admissions system which is flexible. Strengths in one area may serve as compensation for another. Fundamentally, the Admissions Office has operated on the basis of 800 minimum S.A.T. score and top half of the graduating class in terms of class rank. In regard to the latter, however, it should be noted that for 1979-80, 20.7% of the students came from the lower half of their class, and in 1980-81, 17.5%. Obviously, data is not available for the upcoming year.

H. I. Willett, Jr.
April 24, 1981

LONGWOOD COLLEGE

CAPITAL OUTLAY

Requested 1982-84

<u>Priority</u>	<u>Project</u>	<u>Cost</u>	<u>Funding</u>
1	Power Plant Conversion to Coal	\$2,198,637	(GF)
2	Hiner/Coyner Elevator (project for meeting Federal requirements for the handicapped)	126,146	(GF)
3	Renovate Main and North Cunningham Residence Halls (Sprinkler System)	739,581	(AE)
4	Addition to Lancaster Library	2,067,607	(GF)
5	Repair Steam Tunnels	112,633	(GF)
6	Jarman Refurbishing - Replace Stage Lighting, Seats and Floor	257,596	(GF)
7	Construct Fine Arts Center	1,100,000	(PF)
8	Construct 2nd and 3rd Floors, McCorkle Wing, and Air-Condition Stevens	1,497,794	(GF)
		<u>\$6,260,413</u>	(GF)
		<u>1,100,000</u>	(PF)
		<u>739,518</u>	(AE)
	Grand Total for 1982-84	<u>\$8,099,931</u>	

Budget Submittal - 1982-84

<u>Priority</u>	<u>Project</u>	<u>Cost</u>	<u>Funding</u>
*	Roof Work, Grainger	\$ 78,890	(OE)
*	Roof Work, South Ruffner	91,891	(OE)
*	Roof Work, Infirmary	48,501	(OE)
*	Repair Work in Grainger (Walls, Ceiling, tile, etc., replacement & refurbishing; electrical service)	<u>123,880</u>	(OE)
	Total	<u>\$ 343,162</u>	(OE)

*These projects are mandated by Paragraph G, Part 2, Section 2-1 of Chapter 760 of the 1980-82 Budget Bill.

CODE: GF - General Fund
 AE - Auxiliary Enterprise
 PF - Private Funds
 OE - Operating Expenses

-2-

Fixed Assets - 1984-86

<u>Priority</u>	<u>Project</u>	<u>Cost</u>	<u>Funding</u>
1	Renovate Iler Gymnasium (conversion to academic facility)	\$ 942,942	(GF)
2	Renovate First Avenue Property for academic purposes	1,629,878	(GF)
3	Equipment - College Trash Truck	30,000	(OE)
	Total	\$2,572,820	(GF)
	Total	30,000	(OE)
	Grand Total	<u>\$2,602,820</u>	

Fixed Assets - 1986-88

<u>Priority</u>	<u>Project</u>	<u>Cost</u>	<u>Funding</u>
1	Lankford Project (Snack Bar, Bookstore, Studnet Meeting Rooms, Gold Room Floor, etc.)	\$ 398,239	(AE)
2	Update Campus Parking Areas	39,800	(AE & OE)
3	South Ruffner Residence Hall Renovation	105,720	(AE)
	Total	\$ 503,959	(AE)
	Total	\$ 39,800	(AE & OE)
	Grant Total	<u>\$ 543,759</u>	

CODE: GF - General Fund
 AE - Auxiliary Enterprise
 OE - Operating Expense

Appendix C - March 5, 1981

TUITION AND FEES

	<u>1980-81</u>	<u>Proposed 1981-82</u>	<u>Increase</u>
*Tuition	\$ 750	\$ 830	+80
Construction (E & G)	30	30	-
Dining Hall	765	815	+50
Residence Halls	830	890	+60
Laundry	35	35	-
Health Services	75	80	+ 5
Student Union	65	70	+ 5
Athletic Fees	190	215	+25
Construction (Aux.)	30	30	-
Golf Course	15	15	-
Faculty/Staff/Student Services	5	10	+ 5
Reserve	-	25	+25
Activity Fee	40	45	+ 5
Intramurals	-	5	+ 5
	<u>\$2,830</u>	<u>\$3,095</u>	<u>+\$265</u>
			9.0%
*Fulltime - Out-of-State	\$1,250	\$1,330	+80
Parttime - In-State (Per Credit Hour)	30	35	+ 5
Parttime - Out-of-State (Per Credit Hr.)	35	40	+ 5

Effective for Fall Semester, 1981.